City of Snellville
Department Of Planning and Development
2342 Oak Road, 2nd Floor
Snellville, GA 30078
www.snellville.gov
(770) 985-3513
(770) 985-3514

ACCESSORY STRUCTURE ROOFED OR UNROOFED BUILDING PERMIT REQUIREMENTS & APPLICATION

Step 1 - **Obtain Approval from the Gwinnett County Environmental Health Department for Homes Served by a Private Septic System** (If the home is served by the county sewer system, this step is NOT required). If the home is served by a private septic tank system, Gwinnett County Environmental Health must review and approve the location of the building on the lot before a permit can be issued. The purpose of this review is to ensure that the existing septic tank and drain field is not affected by the location of the building. Information and forms can be obtained by calling (770) 963-5132. Gwinnett County Environmental Health Site Approval must be attached to the Building Permit Application.

Step 2 - **Submit an Accessory Structure Location Plan for Review and Approval by the City's Department of Planning and Development.**

Purpose: The purpose of the plan is to verify compliance with city regulations regarding building setbacks from property lines; non-encroachments into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; and Big Haynes Creek Watershed stream buffers and impervious surface setbacks. There are lot size standards that have to be considered per the Ordinance. Use the table below in determining if your plan will adhere to the standards.

Lot Size (sq. ft/acres)	Max Roofed Accessory Structures	Total Sq. Ft. of all Accessory Structures
Less than 6,500	1	120
6,501 to 10,500	2	350
10,501 to .99 acres	3	750
Over 1 .0 acre	4	50% of the conditioned/heated floor area of principal structure up to 2,000 sq. ft. max., excluding any ADU.

Step 3 - **Choose which type of Accessory Structure applies to you. See page 3.**
Submit Foundation Plan (Footing), Framing Plan, and Floor Plan (if applicable).
Framing plan to include wall cross-section and roof-ceiling construction. Floor plan may be required if Accessory Structure contains rooms that are incidental to the primary use of the structure (garage, storage, etc.). Plans submitted shall be reviewed by the City's Building Inspector for approval. Plan review may take up to one week to complete.

Step 4 - **Obtain Building Permit at the City's Department of Planning and Development**.
Submit Application for an Accessory Structure Building Permit, Affidavit of Homeowner Acting as a General Contractor or General Contractor Registration with licenses, Accessory Dwelling Unit Affidavit, a Location Plan, approved Foundation/Framing/Floor Plan, Gwinnett County Environmental Health Site Approval (if applicable), and permit review fee. The balance of the fees is paid when the permit is approved. The fee for Roofed Accessory Structures, Detached Garages, Storage building and or sheds are determined by the square footage. The fee includes permit review, inspections and a Certificate of Completion.

120 SF or less……..$100.00
121 SF – 500 SF…..$250.00
Over 500 SF…..……$350.00

Uncovered Accessory Structure:…… $150.00
(Replace, Expand or Addition)

Post the Building Permit Card on-site and visible from the street (a minimum of five (5) feet above ground). The approved Accessory Structure Location Plan must also be present on-site.

other Information and Inspections. The Building Permit includes electrical installation inspections (if applicable). Therefore, a separate permit for this work is not required. State licensed electrical subcontractors must submit a Subcontractor Affidavit form (along with copies of their Business License and State Registration Card and Driver's License) to the City's Department of Planning and Development at least 24-hours prior to requesting inspections. Homeowners may serve as the General Contractor and submit a Homeowner Affidavit and agrees to hire properly licensed contractors for any work that requires GA State licensure (electrical, plumbing, heating & air, low-voltage, etc.).

Inspections are requested by calling (770) 985-3513 or (770) 985-3514 Monday through Friday 8 a.m. till 4:00 p.m. Footing and framing and electrical rough-in inspections must be scheduled and successfully passed prior to scheduling a final inspection. The final inspection includes a final electrical inspection. Prior to use or occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Completion obtained.

ACCESSORY STRUCTURE LOCATION PLAN
(Step 2 Page 1)

The Department of Planning & Development requires an Accessory Structure Location Plan (ASLP) to be submitted in order to obtain a Building Permit for accessory structures on residential lots. The most common accessory structures are storage buildings (sheds) and detached garages.

The ASLP must be approved prior to the issuance of a Building Permit for the accessory structure. An ASLP is submitted to the Department of Planning & Development for review and approval to ensure that the rear yard location and setback requirements are met and that easements are kept free and clear of encroachments.

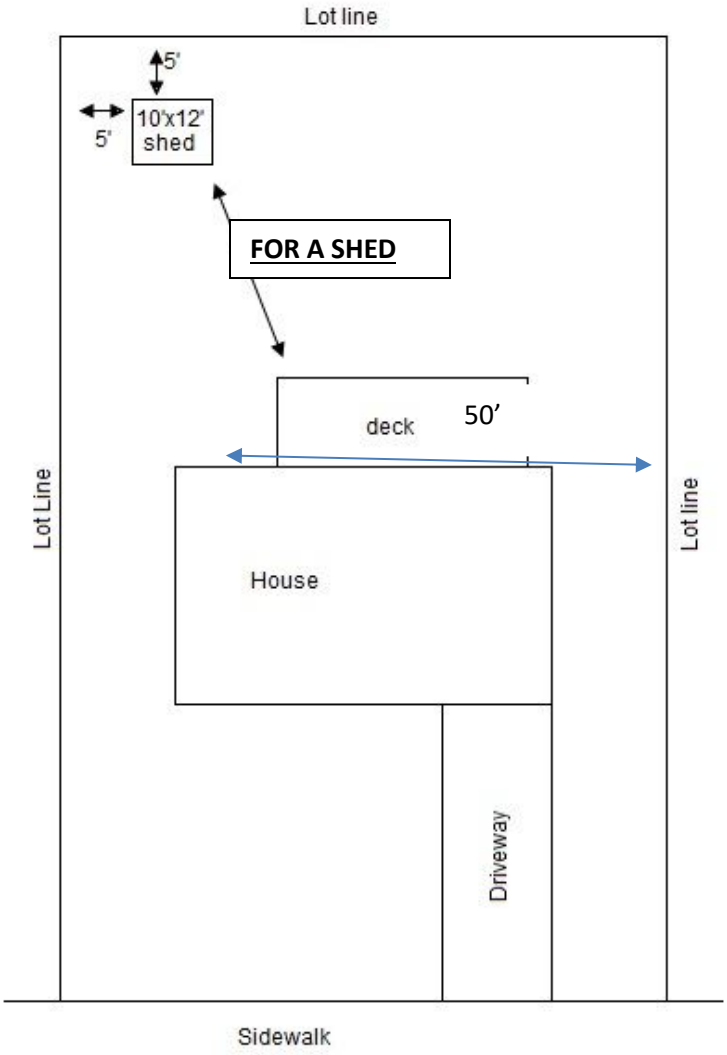
The ASLP does not have to be drawn by a surveyor or an engineer, however, it must be drawn "to scale" using either an engineer or architect's scale (1"=10', 1"=20', etc.). A sample ASLP is attached.

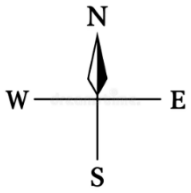
An ASLP should show the following (as applicable) on the plan:

- ✓ Boundary lines of the lot with distances and bearings;
- ✓ Location and names of all abutting streets or other street rights-of-way;
- ✓ Minimum required front, side, and rear building setback lines with dimensions
- ✓ The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines;
- ✓ Location and dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tanks, and septic tank drain field location on the lot;
- ✓ Subdivision name, lot and block designation;
- ✓ North arrow and scale;
- ✓ 100-year floodplain limits, any applicable stream buffers or other special building setback lines; and
- ✓ Any other applicable requirements of the Zoning Resolution or
- ✓ conditions of zoning approval.

ACCESSORY STRUCTURE LOCATION PLAN EXAMPLES

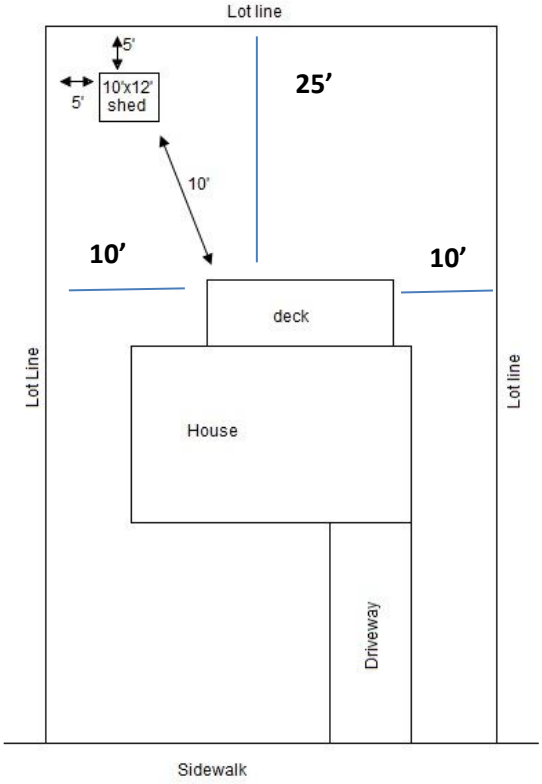
Shed Sketch Example





FOR DECK

Shed Sketch Example



SCALE 1" = 25'

REV. 9.9.26

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BUILDING PERMIT SUBMITTAL & APPLICATION FOR ACCESSORY STRUCTURE

Applicant Name:_____	Choose which type of structure applies:
Is the Applicant the Homeowner?_____	◯ Prefabricated - Assembled on property
Job Address_____	◯ Hand Built Structure
Street # Street Name City Zip Code	◯ More than 120 Sq Ft.
Contact Number:_____	◯ Less than 120 Sq. Ft.
Email Address:_____	Note: If Prefabricated and less than 120 sq. ft. - permit not required

TAX PARCEL #_____ZONING_____ PERMIT NUMBER:_____

PLEASE COMPLETE THE FOLLOWING QUESTIONS BEFORE SUBMITTING APPLICATION

If you were contacted by Code Enforcement list the Officer's name_____

Structure Length in feet_____Width_____ Height_____M

NOTE: Only one application per structure

Estimated Cost to Construct: $_____(Labor and Material)

Are there any other Accessory Structures on the property currently? YES OR NO

If yes, supply type and structure measurements:_____

Proposed Use of Structure_____ Will it require Electric, Plumbing or HVAC? (Circle if applicable)

Material Type for Roof_____ Exterior Wall Material Type_____

Color of Exterior Roof_____Color of Exterior Walls_____

(Sanitation System Type)

Circle One: Sanitary Sewer or Septic Tank

IF CONNECTED to sewer provide a copy of the Gwinnett County Water/Sewer Bill. IF CONNECTED to a septic system all structures must first be approved by Gwinnett County Environmental Health.

NOTE! IT IS THE APPLICANT'S RESPONSIBILITY TO CALL IN ALL INSPECTIONS

FEES: INCLUDES PLAN REVIEW & CERTIFICATE OF COMPLETION

Prefabricated delivered to Home Site	Hand Built on Site Accessory Structure	Prefabricated Delivered To Home Site
120 S.F. OR LESS - See Requirements and Exemptions Page 1, #3	120 Sq. Ft. or less - $100.00 121 Sq. Ft- 500 Sq. Ft - $250.00 Over 500 Sq. Ft. - $350.00	121 Sq. Ft- 500 Sq. Ft - $250.00 Over 500 Sq. Ft. - $350.00

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and or shown on accompanying plans and specifications.If a plot plan is required, said structure will be located as shown on the plot plan. If the permit is granted, I shall construct same according to the development regulations, ordinances and code of the City of Snellville.Further, I shall be responsible for complying with all subdivision protective covenants (where applicable) and required set backs. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made, all re-inspection fees and fines paid and Certificate of Occupancy/Completion has been issued by the Department of Planning & Development (and the permit issued). A Homeowner is not required to have an Occupational Tax Certificate if building one's own personal home (not more than one home per year). I understand that before any inspections will be made, erosion control measures must be installed and properly maintained daily and licensed subcontractor affidavits must be submitted and accepted, I hereby certify that I am the property owner of the authorized agent of the property owner and that all information contained hereon is true and accurate.

REV 9.9.2026

PRINT NAME:_____ SIGNATURE:_____ DATE:_____

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AFFIDAVIT OF HOMEOWNER ACTING AS GENERAL CONTRACTOR

Property Address: _____Subdivision Name: _____

Home Owner Name: _____ Date: _____

FOR (Check one):___ NEW CONSTRUCTION ___ ALTERATION / REMODEL / ADDITION
___ REPAIR (FIRE OR OTHER HAZARD DAMAGE)

Describe Work to be Performed:_____

_____

I,_____, the homeowner of the subject property, will be acting as general contractor for work to be performed at this property. I will personally perform the work, or I will directly hire and pay the individual trades to perform the work, including framing, electrical, mechanical, plumbing, roofing, siding, drywall, painting, etc., as applicable. I will be personally providing direct supervision and management of all trades.

> I will not hire or contract with any unlicensed individual or company to obtain, manage, or supervise the construction trades people because I understand that any person performing these management tasks must have a contractor's license under Georgia Law.

I also recognize that if I contract with an unlicensed individual or company to perform work which, in Georgia, requires a contractor's license, such contract may be unenforceable under Georgia law. I further understand that knowingly representing that I will be homeowner/contractor for the purposes of obtaining a building permit, when in fact I will not be personally performing or managing the work, is a misdemeanor and may result in fines or other remedies of law.

I will personally perform the work, or I will directly hire and pay the following individuals or companies (as applicable), as itemized on the attached schedule.

I, the undersigned, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents is true and correct.

MUST SIGN IN FRONT OF A NOTARY OF PUBLIC:
Homeowner Signature: _____Date: _____

State of Georgia, County of Gwinnett
Subscribed and sworn to before me this _____day of_____,20 _____

Signature of Notary Public _____ AFFIX NOTARY SEAL
Date of Notary Expiration:_____

SCHEDULE OF HIRED SUBCONTRACTORS

Company Name	Individual Name	Trade
Company Name	Individual Name	Trade
Company Name	Individual Name	Trade
Company Name	Individual Name	Trade

(USE THIS PAGE TO LIST IF THERE ARE MORE)

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GENERAL CONTRACTOR REGISTRATION

ATTACH A COPY OF YOUR CURRENT OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE) & STATE OF GA PROFESSIONAL LICENSE WITH THIS FORM.

GENERAL CONTRACTORS ARE REQUIRED TO CALL IN ALL INSPECTIONS FOR ALL TRADES

GENERAL CONTRACTOR BUSINESS NAME: _____

STREET NUMBER & NAME: _____ PHONE:_____

CITY/STATE/ZIP: _____

EMAIL ADDRESS:_____

STATE CARD NO:_____CLASSIFICATION: _____

OCCUPATION TAX CERTIFICATE NO: _____EXP.DATE:_____
(Business License #)

APPLICANT'S NAME: _____ PHONE: _____

STREET NUMBER & NAME: _____ CELL:_____

CITY/STATE/ZIP: _____

EMAIL ADDRESS:_____

In filing this application for registration, I hereby certify that I am experienced in the classification above and am either familiar with or will become familiar with all requirements and will abide by all the rules and regulations set forth by the City of Snellville Planning & Development Department.

APPLICANT'SSIGNATURE:_____PRINTNAME_____

DATE SUBMITTED:_____

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ACCESSORY DWELLING UNIT AFFIDAVIT

Property Address: _____Current Zoning District:_____

Home Owner Name: _____ Date: _____

FOR (Check one): ☐ DETACHED GARAGE ☐ ROOFED ACCESSORY STRUCTURE

STRUCTURE DIMENSIONS: _____ SIZE (SQ. FT.): _____MAX. HEIGHT (FT): _____

AND WILL CONTAIN (Check as applicable): ☐ ELECTRICITY ☐ HEAT ☐ A/C ☐ BATHROOM

PURPOSE OF STRUCTURE: _____

I,_____, homeowner of the subject property identified above, and as applicant requesting a Building Permit for the construction of the above referenced accessory structure, understand that the current zoning of my property PROHIBITS use of the structure as an Accessory Dwelling Unit ("ADU") defined as follows:

> *"A small, self-contained dwelling unit located on the same lot as a principal dwelling unit."*
>
> *With 'dwelling unit' further defined as:*
>
> *"A single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation."*

And, that ***I will not allow the structure to be used and occupied as an Accessory Dwelling Unit at any time, by any person or persons, whether related family members*** *or not and understand that such use is a violation of the codes and regulations of the Unified development Ordinance ("UDO") of the City of Snellville, Georgia.*

I, the undersigned, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents is true and correct.

MUST SIGN IN FRONT OF A NOTARY OF PUBLIC:
Homeowner Signature: _____Date: _____

State of Georgia, County of Gwinnett
Subscribed and sworn to before me this _____day of_____,20 _____

Signature of Notary Public _____

AFFIX NOTARY SEAL

Date of Notary Expiration:_____