



ACCESSORY STRUCTURE ROOFED OR UNROOFED BUILDING PERMIT REQUIREMENTS & APPLICATION

Step 1 - Obtain Approval from the Gwinnett County Environmental Health Department for Homes Served by

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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

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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.

Step 3 - Choose which type of Accessory Structure applies to you.

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Submit Foundation Plan (Footings), 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.

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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 fee. 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

Fees must be paid at time of permit issuance.

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. 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 Occupancy obtained.

ACCESSORY STRUCTURE LOCATION PLAN

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.



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: _____
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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 _____

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

<u>Prefabricated delivered to Home Site</u>	<u>Hand Built on Site Accessory Structure</u>	<u>Prefabricated Delivered To Home Site</u>
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	121 Sq. Ft- 500 Sq. Ft - \$250.00
	Over 500 Sq. Ft. - \$350.00	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: _____



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 _____

Date of Notary Expiration: _____

AFFIX NOTARY SEAL

SCHEDULE OF HIRED SUBCONTRACTORS

Company Name

Individual Name

Trade

Company Name

Individual Name

Trade

Company Name

Individual Name

Trade

(USE THIS PAGE TO LIST IF THERE ARE MORE)



Planning and Development

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 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: _____



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'S SIGNATURE: _____ PRINT NAME: _____

DATE SUBMITTED: _____



City of Snellville Georgia

Unified Development Ordinance

Adopted 10-26-2020

Last Amended 6-22-2026

ROOFED & UNROOFED ACCESSORY STRUCTURES

This information is copied from the last revised and amended Unified Development Ordinance. It is to be used as a guide for purposes of applying for a permit.

Section

103-6.5. House Location Plan

A. Scale

House location plans (HLPs) must be drawn to scale and may be shown on a certified boundary survey of the lot or any other drawing showing the information required below. The Department

As Amended 6-22-2026

Article 3. Administration | Chapter 100. General Provisions Sec. 103-6.Plans and Plats

A. Scale

House location plans (HLPs) must be drawn to scale and may be shown on a certified boundary survey of the lot or any other drawing showing the information required below. The Department may accept a house location plan drawn to the same scale as shown on the final plat where sufficient detail can be shown to support an adequate review and approval. The house location plan may be combined with a residential drainage plan (RDP) if an RDP is required for the lot.

B. Preparation

It is not the intent of the Department that the house location plan must be prepared by a registered surveyor or engineer, rather, it may be done by the individual proposing the improvements on the lot. It is the intent, however, to receive a drawing with sufficient readability and accuracy to ensure that the proposed improvements are constructed on the lot in conformance with the requirements of this UDO or other regulations, as applicable.

C. Contents

House location plans must show the following as applicable:

1. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot and bearings to the nearest minute.
2. Location and names of all abutting streets or other rights-of-way.
3. Minimum required front, side and rear building setback lines with dimensions, and notation of the existing zoning on the property.
4. 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.
5. All easements, public water, sewer or storm drainage facilities traversing or located on the property, septic tank, and septic tank drain field.
6. Subdivision name, lot designation, land lot, and district.
7. North arrow and scale.
8. Limit of the 100-year floodplain and any applicable buffers or special building setback lines.
9. All other applicable requirements of this UDO or conditions of zoning approval.
10. Name, address, and telephone number of the owner and the person who prepared the HLP.

Chapter 200. Zoning and Land Use | **Article 1. Rules for All Zoning Districts**

Sec. 201-1. Measurements and Exceptions

Accessory Use or Structure A = Allowed in yard “ - “ = Not allowed in yard	Front Yard	Side Yard (street)	Side Yard (interior)	Rear Yard	Additional Setbacks Standards	Additional Standards
Amateur radio (receive-only) tower & antenna (less than 75-feet in height)	--	--	A	A		
Basketball goal	A	A	A	A		May not be located in the right-of-way
Bee keeping	--	--	A	A	See Sec. 206-8.6.B	See Sec. 206-8.6.B
Cabana	See Roofed Accessory Structure					
Canopy and covered entrance	A	A	A	A	See Sec. 201-1.6.C	
Canopy (shade, tent, and other temporary shelters)	A	A	A	A	See Sec. 201-1.6.B	See Sec. 206-8.30
Clothes line	--	--	--	A		
Covered mail kiosk	A	A	--	--	See Sec. 201-1.6.B	See Sec. 206-8.26
Carport	--	--	A	A	See Sec. 201-1.6.B	See Sec. 206-8.26
Carport, pre-fab metal	--	--	--	--		
Deck (uncovered)	--	--	A	A	See Sec. 201-1.5.B	
Deck (covered or enclosed)	Considered a building addition – See applicable district regulation space limits					
Decorative landscaping, such as steppingstones, fountains, birdbaths, birdhouses, light posts, statuary, and bridges	A	A	A	A		
Driveway	A	A	A	A	See Sec. 201-1.6.D	
Dumpster	--	--	A	A	See Sec. 201-1.6. B	See Sec. 206-8.10
Electric vehicle (EV) charging station	--	--	--	--		See Sec. 206-8.31
Fence and wall (includes gate)	A	A	A	A		See Sec. 207-2.3
Fire pit	--	--	A	A		
Flagpole	A	A	A	A		
Front porch, stoop, balcony	A	A	--	--	See Sec. 201-1.5.B	
Garage, detached	See Roofed Accessory Structure					
Gatehouse	A	A	--	--		

200-10

Unified Development Ordinance | City of Snellville

As Amended 6-22-2026

Table 201-1.6. Allowed Locations of Residential District Accessory Uses and Structures

Table 201-1.6. Allowed Locations of Residential District Accessory Uses and Structures

Accessory Use or Structure A = Allowed in yard “ - “ = Not allowed in yard	Front Yard	Side Yard (street)	Side Yard (interior)	Rear Yard	Additional Setbacks Standards	Additional Standards
Gazebo	--	--	A	A	See Sec. 201-1.6	See Sec. 206-8.26
Greenhouse	--	--	A	A	See Sec. 201-1.6	See Sec. 206-8.26
Handicap ramp	A	A	A	A	See Sec. 201-1.5.B	
Koi pond	A	A	A	A	See Sec. 201-1.6.B	See Sec. 206-8.28
Lamppost	A	A	--	--		
Mailbox	A	A	--	--		
Mechanical equipment	A	A	A	A	See Sec. 201-1.6.F	See Sec. 207-2.2
Modular office/classroom	--	--	A	A	See Sec. 201-1.6.B	See Sec. 206-8.17
On-site parking	A	A	A	A	See Sec. 201-1.6.G	See Sec. 206-8.18
Parking of business vehicles	See Sec. 206-8.21					
Parking of recreational vehicles	See Sec. 206-8.22					
Parking of watercraft	See Sec. 206-8.23					
Patio (unenclosed and/or uncovered)	--	--	A	A	See Sec. 201-1.5.B	
Patio (enclosed and/or covered)	Considered a building addition – See applicable district regulation space limits					
Pavilion, covered	See Roofed Accessory Structure					
Pergola	--	--	A	A	See Sec. 201-1.6.B	See Sec. 206-8.29
Playground equipment	--	--	--	A	See Sec. 201-1.6.B	See Sec. 206-8.29
Pool house	See Roofed Accessory Structure					
Portable accessory structure (PODS)	A	A	A	A	See Sec. 201-1.6.B	See Sec. 206-8.24
Roofed accessory structure, except as shown in this table	--	--	A	A	See Sec. 201-1.6.B	See Sec. 206-8.26
Satellite dish antenna	--	--	A	A		See Sec. 206-8.27
Screened porch or sunroom	Considered a building addition – See applicable district regulation space limits					
Sidewalk	A	A	--	--		
Shed, storage	See Roofed Accessory Structure					
Sign	A	A	--	--		See Sec. 207-6

Table 201-1.6. Allowed Locations of Residential District Accessory Uses and Structures

Accessory Use or Structure A = Allowed in yard " - " = Not allowed in yard	Front Yard	Side Yard (street)	Side Yard (interior)	Rear Yard	Additional Setbacks Standards	Additional Standards
Solar energy system (hybrid)	--	--	--	--		See Sec. 206-8.32
Stormwater infrastructure	A	A	A	A	See Sec. 201-1.6.H	
Swimming pool, hot tub, spa, and associated decking	--	--	A	A	See Sec. 201-1.6.B	See Sec. 206-8.28
Tennis, pickleball, badminton, or shuffleboard court	--	--	--	A	See Sec. 201-1.6.I	See Sec. 206-8.29
Trampoline	--	--	--	A	See Sec. 201-1.6.B	See Sec. 206-8.29
Trellis/Arbor	A	A	A	A		
Unroofed accessory structure (not listed herein)	--	--	--	--		See Sec. 206-8.29
Vegetable garden under 100 sf. in combined area	A	A	A	A	See Sec. 201-1.6.B	
Vegetable garden 100 sf. or more in combined area	--	--	A	A	See Sec. 201-1.6.B	
Walkway	A	A	A	A		

Accessory Use and Structure Setback Requirements

When shown in Table 201-1.6, accessory uses and structures must observe the following setback requirements adjacent to all lot lines, except when the required building setback is less than the following distances:

10. Up to 120 square feet in area: min. 5-foot setback
11. 121 to 300 square feet: min. 10-foot setback.
12. 301 to 500 square feet: min. 15-foot setback.
13. Over 500 square feet: min. 20-foot setback

Canopies and Covered Entrances

Canopies and covered entrances for places of worship may encroach:

1. Into the required side (interior) or rear yard up to 3 feet; and
2. Into the required front yard or side (street) yard, provided such extensions are not closer than 15 feet from the street right-of-way line or future right-of-way line as designated on the Gwinnett County Long Range Road Classification Map, whichever is greater.