SNELLVILLE
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

COMMERCIAL BUILDING

PERMIT APPLICATION PACKET

NEW CONSTRUCTION • ADDITIONS • REMODELS

BEFORE YOU BEGIN

1. Confirm the project is within Snellville city limits: www.snellville.gov/am-i-city

2. Submit the packet and plans in person or by mail. Electronic submittals are not accepted.

SELECT YOUR PROJECT TYPE

NEW BUILDING / ADDITION	INTERIOR REMODEL / FINISH
Complete this packet after site development is complete.	Verify with Zoning that the proposed business use is permitted at the location.

PLAN SUBMITTAL REQUIREMENTS

Restaurant, convenience store or grocery store:

• Three printed plan sets (24 × 36 in.) showing Gwinnett County Fire Marshal and Environmental Health Department approvals (Department of Agriculture, if applicable), plus one PDF version.

Retail (non-food):

• Three printed plan sets (24 × 36 in.) showing Gwinnett County Fire Marshal approval, plus one PDF version.

See the Planning & Zoning fee schedule for applicable review fees. Click this link: Fee Schedule

REQUIRED PACKET & FEES

Submit the completed Building Permit Packet. At minimum, include the Building Permit Plan Review Form and Building Permit Application with the required review fees.

The General Contractor must apply before the permit can be finalized for pick up. (Building Permit Application, General Contractor Registration, Supply State Professional Builders License, Current Business License and Driver's License). After 60 days without a general contractor submitting, the project will be suspended and may require resubmittal.

Submit the required plan review fee with the application. Remaining permit fees are paid in person after reviews are completed and the Director approves the permit.

SNELLVILLE

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PERMIT NUMBER#_____

DATE RECEIVED:

Office Use Only

Planning & Development
City of Snellville
2342 Oak Rd. 2nd Floor
Snellville, Georgia 30078
770.985.3513 OR 770.958.3514

BUILDING PLAN SUBMITTAL FORM

MAIL OR HAND DELIVERY ONLY

APPLICANT & CONTACT INFORMATION

FIRM NAME:_____

CONTACT NAME_____

MAILING ADDRESS_____

CITY_____ STATE_____ ZIP_____

PHONE NUMBER_____ EMAIL ADDRESS_____

PLANS SUBMITTED BY

☐ GENERAL CONTRACTOR

☐ PROFESSIONAL ARCHITECT

☐ RESIDENT/HOMEOWNER

☐ OTHER

PROJECT TYPE

___COMMERCIAL ___ RESIDENTIAL ___ NEW CONSTRUCTION (COMPLETE)

___ INDUSTRIAL ___ MIXED USE ___ SHELL ONLY

___ INTERIOR FINISH ___ WHITE BOX ___ ADDITION

___MONUMENT SIGN OTHER_____

PLAN REVIEW FEES COLLECTED

PROJECT INFORMATION

PROJECT NAME_____

PROJECT STREET ADDRESS_____

SUITE NUMBER_____ PARCEL# _____

ZONING DISTRICT_____

TOTAL SQ FT_____

CONSTRUCTION CONTRACT PRICE (REQUIRED)
$_____

PLAN REVIEW ACKNOWLEDGEMENT

In accordance with Part 2 of Articale 1 of Chapter 2 of Title 8 of the Official Code of Georgia Annotated, and upon receipt and acceptance of the submitted building plans, the City of Snellville hereby notifies permit Applicant that the City of Snellville intends to complete the required plan review within 30 days of receiving the plans. If applicable, a written notice of plan deficiencies will be provided to the permit Applicant and the 30 day period will then be tolled pending resolution of the matter. Upon reciept of any plan revisions which addresses the plan deficiences, the local building official shall have the remainder of the tolled 30 day period plus and additional five (5) business days to issue the requested permit or to provide a second written notice to the permit applicant stating which of the previously identified plan features remain in non-compliance with the applicable codes. In the event that the revisions required to address the plan deficiences or any additional revisions submitted by the permit Applicant require that new government approvals be obtained, the permit Applicant shall be required to obtain such approvals before a new plan report can be submitted.

APPLICANT PRINTED NAME DATE	PROCESSED BY (STAFF NAME)
APPLICANT SIGNATURE	DATE

SNELLVILLE
Planning and Development

APPLICATION FOR BUILDING PERMIT
CITY OF SNELLVILLE, GEORGIA

MAIL OR HAND DELIVER

2342 Oak Rd.
2nd Floor
Snellville, GA 30078
www.snellville.gov

DESCRIPTION OF WORK (Please mark all that apply) ☐ RESIDENTIAL ☐ COMMERCIAL

☐ NEW CONSTRUCTION ☐ ADDITION ☐ REPAIR ☐ ACCESSORY STRUCTURE
☐ INTERIOR FINISH ☐ ALTERATION ☐ SHELL ONLY ☐ MONUMENT / WALL SIGN

Description of Proposed Construction _____

Project Name or Business Location Name _____

Job Address _____ Lot _____ Block _____

Project/Subdivision _____ Tax Parcel # _____ - _____ Zoning _____

BUILDING INFORMATION (NEW OR AFFECTED AREA ONLY) Basement / Slab / Crawl Space (Circle One) _____

Stories _____ **Rooms** _____ **Baths** _____ **Bedrooms** _____ **Heated Sq.Ft.** _____ **Total Sq.Ft.** _____

Lot Size _____ Water Tap # _____ Sewer Tap # _____ Septic # _____ **On Septic:** ☐ **Yes** ☐ **No**

☐ Sprinkler (Protected) ☐ Unprotected (Check One) **Construction Contract Price $** _____

TYPE OF CONSTRUCTION (NEW CONSTRUCTION ONLY) ☐-IA ☐-IB ☐-IIA ☐-IIB ☐-IIIA ☐-IIIB ☐-IV ☐-VA ☐-VB

OCCUPANCY TYPE (GROUP DESCRIPTIONS ON INTERNATIONAL BUILDING CODE LISTING)

☐-A-1	Assembly, theaters, with stage	☐-E	Educational	☐-M	Mercantile
☐-A-1	Assembly, theaters, w/o stage	☐-F-1	factory and industrial, moderate hazard	☐-R-1	Residential, hotels
☐-A-2	Assembly, nightclubs	☐-F-2	Factory and industrial, low hazard	☐-R-2	Residential, multiple family
☐-A-2	Assembly, restaurants, bars, banquet halls	☐-H-1	High Hazard, explosives	☐-R-3	Residential, one- and two-family
		☐-H234	High Hazard	☐-R-4	Residential, care/assisted living facilities
☐-A-3	Assembly, churches	☐-H-5	HPM		
☐-A-3	Assembly, general, community halls, libraries, museums	☐-I-1	Institutional, supervised environment	☐-S-1	Storage, moderate hazard
		☐-I-2	Institutional, incapacitated	☐-S-2	Storage, low hazard
☐-A-4	Assembly, arenas	☐-I-3	Institutional, restrained	☐-U	Utility, Garages, miscellaneous
☐-B	Business	☐-I-4	Institutional, day care facilities		

OWNER _____ Phone (_____) _____

Address _____ City/State/Zip _____

Fax (_____) _____ Cell (_____) _____ E-Mail _____

CONTRACTOR _____ Phone (_____) _____

Address _____ City/State/Zip _____

Fax (_____) _____ Cell (_____) _____ E-Mail _____

Business License # _____ Issuing Authority _____ Exp. Date _____

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as de scribed 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 the Certificate of Occupancy/Completion has been issued by the Department of Planning & Development (and by the Gwinnett County Department of Fire & Emergency Services, when applicable). Applicant must hold a valid Occupational Tax Certificate (AKA "business License") for the type of construction covered by 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 or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Signature _____ Print Name _____ Date _____

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GENERAL CONTRACTOR REGISTRATION

- *Submit a copy of the current Builder's License, Business License and the Driver's License of the cardholder.*
- *This form and forms listed in the line above may be mailed, hand delivered or emailed to: Carole Amos camos@snellville.gov and Esther Ndewa endewa@snellville.gov*

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

COMPANY NAME: _____ PHONE: _____
CONTACT NAME: _____ **CELL NUMBER** _____
EMAIL ADDRESS _____

BUSINESS ADDRESS: _____ PHONE: _____
CITY/STATE/ZIP: _____

STATE CARD NO: _____ CLASSIFICATION: _____

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

If someone other than the Contractor is submitting forms on behalf of a Licensed Contractor and Authorized Agent form by the Georgia State Licensing Board is required to be submitted (next page).

APPLICANT'S NAME: _____ **PHONE:** _____

ADDRESS: _____ **CELL:** _____

CITY/STATE/ZIP: _____

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

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SUBCONTRACTOR AFFIDAVIT

General Contractor Business Name | Job Permit Number (Required)

G/C Business Address: Street Number / Street Name or PO Box / City, State, Zip

Job Site Street Number | Street Name | Lot Number

Subdivision / Project Name

THIS IS TO CERTIFY THAT I WILL BE RESPONSIBLE FOR THE FOLLOWING:

☐ ELECTRICAL ☐ HEATING ☐ PLUMBING

Check the type of State License held and being used for this job:

___ Electrical Contractor (Class I)
___ Conditioned Air Contractor (Class I)
___ Master Plumber (Class I)
___ Low Voltage Contractor (Class I)
___ Electrical Contractor (Class II) unrestricted
___ Conditioned Air Contractor (Class II) unrestricted
___ Plumber (Class II) unrestricted
___ Low Voltage Contractor (Class II) unrestricted

I certify that I am experienced in the classification above and I will comply with all codes and ordinances adopted by the City of Snellville that pertain to the construction of this structure. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated work at this job until Building Inspections have been notified, in writing, of any change.

Subcontractor Company Name | Office & Cell Phone Numbers

Business Street Number | Street Name | City, Zip Code

Email Address

**MUST ATTACH current Business License, State License, & Driver's License
Email to: endewa@snellville.gov & camos@snellville.gov

Business Owner/Agent Name | Business Owner/Agent Signature | Date

SNELLVILLE
Planning and Development

Public Works Department
City of Snellville
2491 Marigold Road
Snellville, Georgia 30078
www.snellville.gov

(770) 985-3527
(770) 985-3540

SOLID WASTE AFFIDAVIT & DISCLOSURE FORM

IN ACCORDANCE WITH CHAPTER 46 OF THE SNELLVILLE CODE OF ORDINANCES, ALL REFUSE, RECYCLABLES AND YARD TRIMMINGS SHALL ONLY BE COLLECTED, CONVEYED AND DISPOSED OF BY THE FRANCHISEE.

THEREFORE, ALL APPLICANTS FOR A CITY OF SNELLVILLE BUSINESS LICENSE AND/OR BUILDING PERMIT ARE REQUIRED TO CONTACT THE CITY OF SNELLVILLE PUBLIC WORKS DEPARTMENT TO ARRANGE FOR SANITATION SERVICE FOR BUSINESS SOLID WASTE AND/OR CONSTRUCTION DEBRIS.

INSTRUCTIONS:

- Applicants for a City of Snellville Business License must complete BOX 1 and BOX 3.
- Applicants for a City of Snellville Building Permit must complete BOX 2 and BOX 3.

BOX 1

Name of Business: _____

Business Location (Address): _____ Suite: _____

Is Business Location in a Shopping Center: □ No □ Yes (Name): _____

If your sanitation service is provided by your landlord, please provide….

Landlord Name_____Phone_____

LandlordSignature_____Sanitation Account Number_____Date_____

BOX 2

Construction Project Name: _____

Project Location (Address): _____ Suite: _____

Scope of Project (check all that apply): □ New Construction □ Interior Remodel/Finish □ Demolition □ Site Work

BOX 3

I hereby understand and acknowledge that the City of Snellville Code of Ordinances and Franchisee Agreement requires that all solid waste be collected, conveyed and disposed of by the Franchisee and that an account for solid waste collection and disposal must be obtained and kept current through the City of Snellville Public Works Department.

Acknowledged By:_____Date:_____

Print Name:_____Title:_____

For City Use Only

_____ _____ _____
Approved by (Public Works) *Date* *Account Number*

_____ _____
Approved by (Planning & Development) *Date*

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EROSION CONTROL AND SOLID WASTE MANAGEMENT AFFIDAVIT

This affidavit must be submitted at time of permit application; please type or print in black ink

Choose one: Building: ___ Development: __

Subdivision or Project Name: _____

Phase/Unit: _____ Lot: _____ Block: _____

Job Site Address: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____ Cell Phone: _____ Email Address:_____

EROSION CONTROL

My signature hereon signifies that I am the person responsible for compliance with the Soil Erosion & Sediment Control Ordinance. I acknowledge that City inspection staff may: refuse to make inspections, issue Stop Work Orders, and issue summons's to appear in Recorder's Court for violations of erosion control requirements; and that I must use Best Management Practices (BMP's) to control soil erosion on my job site which includes at a minimum all of the following:

- Installation and regular maintenance of silt barriers (i.e silt fences, hay bales, etc.) in those areas where water exits the job site;
- Installation and regular maintenance of a stone driveway entrance/exit pad to minimize the tracking of mud into the street;
- Removal of mud from the street or adjacent property immediately following any such occurrence;
- Maintenance and removal of mud from detention ponds and sediment basins
- Conduct no land disturbing activities within 25 feet of the banks of streams, lakes, wetlands, etc. (i.e. "state waters"}
- Institute erosion control measures and practices as indicated on the approved Soil Erosion and Sediment Control Plan. Provide temporary vegetation and/or mulch in exposed critical disturbed areas.
- Submittals of form EC-1 on a weekly basis every Friday before 5:00 p.m.

SOLID WASTE MANAGEMENT

1. Construction and Demolition (C&D) Waste Disposal Information: (Please complete both paragraphs "a" and "b" below)
   Note: on-site burial/disposal of Construction and Demolition (C&D) Waste is prohibited by Georgia law and the Gwinnett County Solid Waste Disposal Services Ordinance. Construction and Demolition (C&D) Waste means building materials from construction and demolition operations which include, but are not limited to: asbestos-containing waste, wood, bricks, metal, concrete, wall board, paper, and cardboard.

   a. State how often C&D Waste will be collected and hauled (note: hauler have a Permit by Rule from Georgia EPD):

_____

b. State the type of container or enclosure to be used to temporarily store waste before hauling (e.g. dumpsters provided every other lot, etc.):

_____

2. **Inert Waste Disposal Information:** (Please complete either paragraph "a" or "b" below)

Note: on site disposal of Inert Waste is authorized by Georgia law and the Gwinnett County Solid Waste Disposal Services Ordinance ONLY if Georgia EPD Permit by Rule regulations are followed. Inert Waste is limited to: earth, earth-like products, concrete, cured asphalt, rock, bricks, yard trimmings, stumps, limbs and leaves.

a. Off-Site Disposal (including residue from burning):

(1) State if Inert Waste is to be burned (approval from Gwinnett Marshal's Office is required): _____ Yes ___ __ No; and,

(2) State how often Inert Waste and/or burning residue will be collected and hauled (note: hauler must have a Permit by Rule from Georgia EPD}:

b. On-Site Disposal (including residue from burning):

(1) Please attach a copy of completed Georgia EPD Notification of Permit by Rule Operations Form; and,

(2) Please attach a copy of "sketch plan" indicating the proposed location and boundaries of the disposal site; and,

(3) Please state if inert waste is to be burned (approval from Gwinnett Fire Marshal's Office is required) and applied as a soil amendment:
_____ Yes _____ No;

My signature hereon signifies acknowledgement of all of the following

- On-site disposal of Construction and Demolition (C&D) Waste is prohibited;
- City inspection staff may: refuse to make inspections, issue Stop Work Orders, issue summons's to Recorder's Court for violations of Stop Work Orders, and refuse to approve Final Plats and Certificates of Occupancy or Completion for failure to comply with solid waste disposal laws;
- If on-site disposal of Inert Waste is proposed, proof shall be provided that property/deed records have been revised or recorded indicating the boundaries of the disposal site prior to approval of a Final Plat, Certificate of Occupancy or Completion.
- **All on site sanitation services (Open top dumpsters and front load containers) must be secured through the City of Snellville Sanitation Department. A citation (fine not in excess of $1000.00) will be issued in the event service is not acquired through the City of Snellville.**

Signature: _____ Date Signed: _____

Printed Name: _____ Title: _____

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INDEMNITY AGREEMENT

WHEREAS, _____(the "Owner") is the owner of the Property (the "Property") located in the City of Snellville on _____ and desires to make certain improvements to the property and to obtain a building permit from the City of Snellville for such improvements; and

WHEREAS, the improvements which the owner wished to make the Property may alter in, out, or across the Property.

WHEREAS, the City of Snellville requires the indemnification set forth below as a condition precedent to the Owner's making the improvements.

NOW, THEREFORE, in order to induce the City of Snellville to issue a building permit to the Owner, the Owner agrees for itself, himself, or herself, its , his or her officers , agents, assigns, and successors in title to the Property to indemnify and hold harmless the City of Snellville, its officers, agents, and employees from any damages or claims for damages arising out of (a) the construction, maintenance or use of the improvements, or (b) the run-off or discharge of water from the Property. This is a covenant running with the property.

IN WITNESS WHEREOF, the Owner has caused this Indemnity Agreement to be duly executed under seal this _____, day of _____, 20____ .

Print Name:_____

Address: _____

Phone: _____Cell: _____Email:_____

Signature: _____

Signed in the Presence of :

Notary Public: _____

My Commission Expires on: _____

NOTARY SEAL

Rev 11.11.26