



**ITEMS REQUIRED FOR SUBMITTAL**  
**AND**  
**ADDITIONAL INFORMATION**

- ✓ Portable Accessory Structures are defined as any structure or building designed to be moveable from one location to another and which are not designed to be permanently attached or anchored to the ground.
- ✓ Portable Accessory Structures are permitted in non-residential zoning districts only. The structure(s) may only be used in association with an existing business and as an accessory to the primary structure(s). Structures may not be occupied, other than to add or remove materials from storage, or be used for retail sales.
- ✓ The business owner and/or property owner upon which the structure(s) shall be located must acquire a Portable Accessory Structure Permit prior to locating any structure(s) on-site.
- ✓ Portable Accessory Structure Permits are valid for one calendar year and are required for each year a structure(s) shall be located on-site.
- ✓ The City reserves the right to deny issuance or renewal of the Portable Accessory Structure Permit for those businesses/property owners not in compliance with said regulations.
- ✓ Each applicant must provide a site plan approved by the Gwinnett County Fire Marshal (678-518-6100) that designates the proposed location of the structure(s) on-site. The site plan shall include all buildings, parking areas, etc. with dimensions between primary building structures and accessory structures. Please note that a site plan is not required for renewal applications if the structure(s) are in the same location as proposed on the initial application.
- ✓ Each applicant may be required to provide renderings of any screening materials to be used for the structure(s), i.e. walls, landscaped berm, etc.
- ✓ Revised parking calculations, that are in compliance with the City's current ordinances, may be required for any structure(s) to be located in a designated parking area.
- ✓ Each applicant must have a current City of Snellville Occupation Tax License.
- ✓ Permit fee is \$50.00 per calendar year.

**PROPERTY OWNER CERTIFICATION**

(To be completed by Property Owner Only)

**THE FOLLOWING PROVISIONS MUST BE MET AND AGREED TO IN ORDER TO OBTAIN A PORTABLE ACCESSORY STRUCTURE PERMIT. PROPERTY OWNER, PLEASE INITIAL AND/OR PROVIDE DOCUMENTATION, IF APPLICABLE.**

- \_\_\_\_\_ 1. No structure may be located on-site prior to obtaining the permit.
- \_\_\_\_\_ 2. Structure(s) may only be located within the designated side or rear yard of the associated business and may not be located in front of the business. Structure(s) shall be located in accordance with the attached site plan.
- \_\_\_\_\_ 3. The structure(s) may not be visible from the public right-of-way and/or view or shall be screened of sufficient height with materials similar to the main building façade or with landscaping. Screening shall be constructed in accordance with the attached rendering(s) and must be installed prior to locating the structure(s) on-site.
- \_\_\_\_\_ 4. Revised parking ratio calculations must be submitted before any structure may be located within a designated parking area.
- \_\_\_\_\_ 5. Structure(s) shall be constructed of rigid walls.
- \_\_\_\_\_ 6. Structure(s) shall not exceed twenty feet in height and shall be stored at a single unit story height (no stacking)
- \_\_\_\_\_ 7. Storage of materials in the structure(s) shall be in association with the existing business(es) only and as an accessory to the primary structure. Space may not be rented/leased for the use of the structure(s) by off-site businesses.
- \_\_\_\_\_ 8. Structure(s) shall not be occupied (other than to add/remove materials from storage) and/or shall not be used for retail sales.
- \_\_\_\_\_ 9. No structure shall be furnished with electrical power, gas, exterior lighting, telephone service, or any utilities, etc.
- \_\_\_\_\_ 10. All other permits and regulations of Gwinnett County and the City of Snellville shall be met.

I have read and understand the above and will comply with all regulations. I understand that as the property owner, I will be held responsible for compliance of these regulations. I understand that a citation(s) can be issued to both the property owner and the applicant for failure to comply with these regulations. I further understand that violation of these regulations may result in revocation of this permit without refund and/or denial of future Portable Accessory Structure Permits.

\_\_\_\_\_  
Property Owner's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Name (print or type) \_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip Code

**APPLICANT CERTIFICATION**  
(To be completed by Applicant Only)

**THE FOLLOWING PROVISIONS MUST BE MET AND AGREED TO IN ORDER TO OBTAIN A PORTABLE ACCESSORY STRUCTURE PERMIT. APPLICANT, PLEASE INITIAL AND/OR PROVIDE DOCUMENTATION, IF APPLICABLE.**

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- \_\_\_\_\_ 10. All other permits and regulations of Gwinnett County and the City of Snellville shall be met.

I have read and understand the above and will comply with all regulations. I understand that as the Applicant, I will be held responsible for compliance of these regulations. I understand that a citation(s) can be issued to both the property owner and the applicant for failure to comply with these regulations. I further understand that violation of these regulations may result in revocation of this permit without refund and/or denial of future Portable Accessory Structure Permits.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (print or type)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code