



The City of Snellville
Department of Planning & Development
City Hall at Snellville City Center
2342 Oak Road, 2nd Floor
Snellville, Georgia 30078
(770) 985-3513 or (770) 985-3514
www.snellville.org

HOME ADDITION **BUILDING PERMIT REQUIREMENTS**

This document's purpose is to provide general guidance in obtaining a Building Permit from the Department of Planning and Development for an addition to a single-family residential home. A Building Permit must be obtained prior to any land disturbance or building construction where a new structure is added to the original structure after completion of the original structure or there is an extension or increase in floor area or height of the structure.

Many subdivisions have Homeowner Associations with covenants that may place additional restrictions on home additions. Please consult with your Homeowners Association before submitting your Building Permit Application. The City of Snellville does not enforce subdivision covenants; issuance of a building permit does not convey compliance with any covenants.

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 - Obtain the Following Forms from the City's Department of Planning and Development or on-line at the City's web page www.snellville.org:

1. Building Permit Application
2. Erosion Control and Solid Waste Management Affidavit
3. Construction Debris Sanitation Acknowledgment
4. Contractor Registration Form
5. Subcontractor Affidavit (if applicable)
6. Homeowner Affidavit (if applicable)

Step 3 - Submit a "Building Addition 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 and impervious surface setbacks; zoning buffers; and floodplain encroachments.

Building Addition Location Plan: This plan must be drawn to scale such as 1"=10', 1"=20', etc. It must show lot boundaries, location of the existing home and driveway, pool, existing accessory structures, easements, streams, buffers, septic tank/drain field (if applicable) and the location of

Step 3 (cont.) - the proposed addition to the home. A copy of the survey many people obtain at loan closing is frequently used for this purpose. Also, a copy of the lot made from the recorded Final Subdivision Plat may be used to prepare the plan (available at the Deed Record's Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville 770-822-8100).

Soil Erosion and Sediment Control: Erosion control is important for all construction sites. Only a few controls are needed on most sites, however, all erosion controls must be maintained daily. The following controls may be required depending on the scope of the project (show on plan):

- Use of a silt fence
- Use of a construction exit
- Slope drains and stilling basins on all vertical drops
- Temporary mulching/grassing
- State waters buffer protective fencing

Extra measures may be needed if your site:

- Is within 75-feet of a stream, lake, or wetland
- Has a waterway or ditch
- Is steep (slopes 12% or more)
- Receives runoff from 10,000 sq. ft. or more of adjacent land
- Has more than one acre of disturbed ground

Step 4 - Prepare Foundation Plan (Footings), Framing Plan, and Floor Plans (Construction Plans). Framing plan to include wall cross-section and roof-ceiling construction. Plans shall include any electrical, HVAC, and plumbing systems (as applicable). Plans submitted shall be reviewed by the City's Building Inspector for approval. Plan review may take up to two-weeks to complete.

Step 5 - Obtain Building Permit at the City's Department of Planning and Development. Submit the Building Permit Application, Contractor Registration (with copy of State Contractor License), Erosion Control and Solid Waste Management Affidavit, Construction Debris Sanitation Acknowledgement, Building Addition Location Plan, Foundation/Framing/Floor Plans (Construction Plans), Gwinnett County Environmental Health Site Approval (if applicable), and plan review fee.

Step 6 - Building Permit Issuance. Upon review and approval of the Building Addition Location Plan and Construction Plans, the Building Permit is ready for release upon receipt of the Building Permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$6 per \$1,000 of estimated construction cost (Minimum fee is \$25) plus \$25 Certificate of Occupancy fee. 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 Building Addition Location Plan must also be present on-site at all times.

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) 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. Footing and framing and electrical rough-in inspections must be scheduled and successfully passed prior to scheduling a final inspection. The final inspection may also include a final electrical, final HVAC, and final plumbing inspection. Prior to use or occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Occupancy obtained.

HOME ADDITION LOCATION PLAN

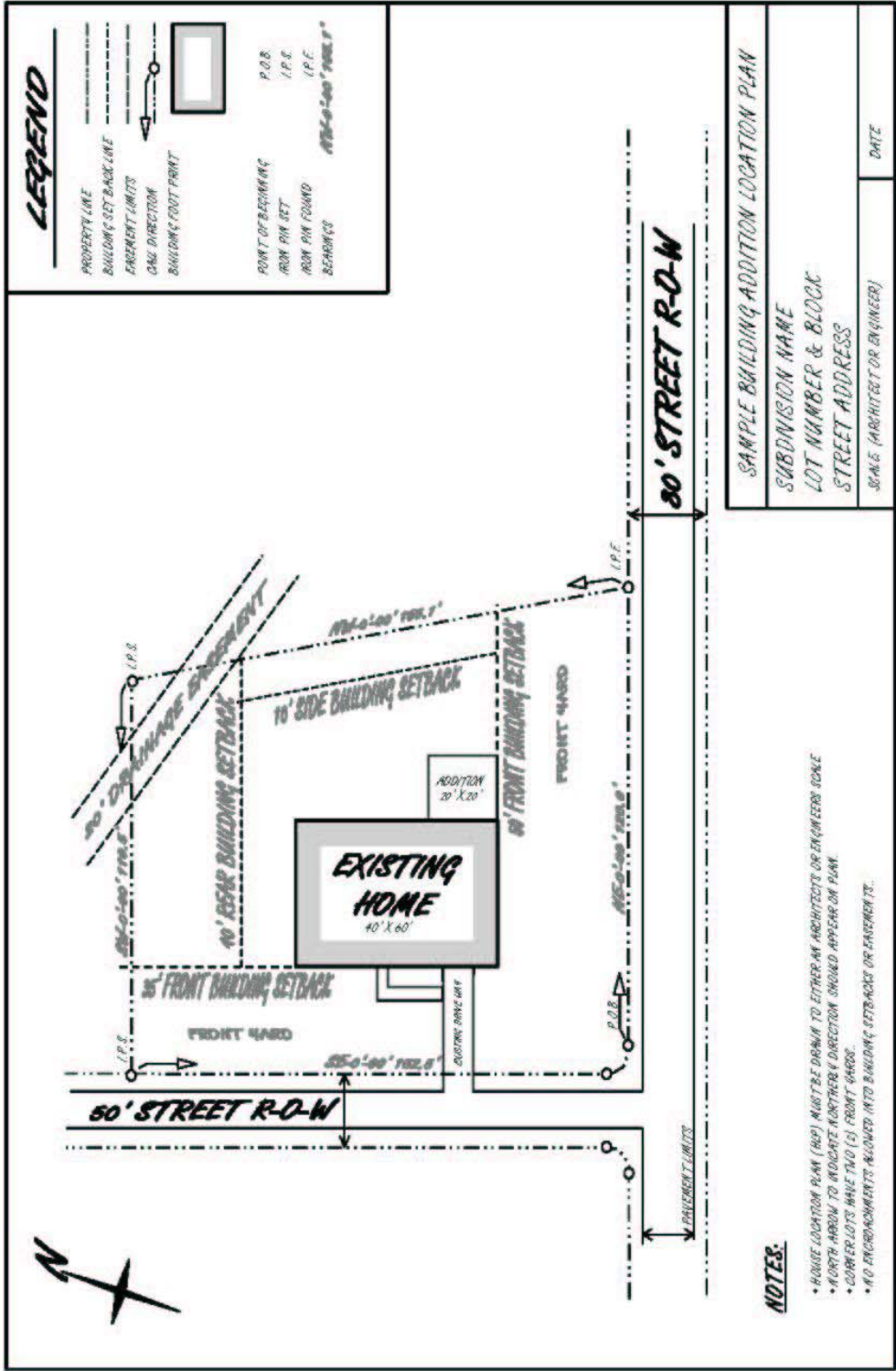
The Department of Planning & Development requires a Building Addition Location Plan (“House Location Plan”) to be submitted in order to obtain a Building Permit for home building additions.

The House Location Plan must be approved prior to the issuance of a Building Permit for the home addition even if the proposed addition does not increase the floor area of the existing home. The House Location Plan is submitted to the Department of Planning & Development for review and approval to ensure that the zoning district building setback requirements are met and that easements are kept free and clear of encroachments.

The House Location Plan 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 House Location Plan is attached.

The House Location Plan 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 and 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.



LEGEND

PROPERTY LINE	POINT OF BEGINNING	P.O.B.
BUILDING SET BACK LINE	IRON PIN SET	I.P.S.
ENCUMBRANCE LIMITS	IRON PIN FOUND	I.P.F.
CASE DIRECTION	BEARINGS	MS-0-00° 00' 00" N
BUILDING FOOT PRINT		

SAMPLE BUILDING ADDITION LOCATION PLAN

SUBDIVISION NAME	
LOT NUMBER & BLOCK	
STREET ADDRESS	
SCALE (ARCHITECT OR ENGINEER)	DATE

NOTES:

- HOUSE LOCATION PLAN (HLP) MUST BE DRAWN TO ENTER BY ARCHITECTS OR ENGINEERS SCALE
- NORTH ARROW TO INDICATE NORTH & DIRECTION SHOULD APPEAR ON PLAN.
- CORNER LOTS HAVE TWO (2) FRONT BARRS.
- NO ENCUMBRANCES ALLOWED INTO BUILDING SETBACKS OR EASEMENTS.