



ACCESSORY STRUCTURE BUILDING PERMIT REQUIREMENTS

Typical accessory structures are storage buildings (sheds) and detached garages and shall be permitted only in rear yards.

The construction of any roofed accessory structure larger than twenty (20) square feet requires the issuance of a building permit by the Department of Planning and Development. All permit applications shall indicate the proposed use of the structure and shall include an Accessory Structure Location Plan.

All such accessory structures shall meet the following requirements:

- (a) Located no closer than five (5) feet from any property line(s);
- (b) Located within the rear yard;
- (c) No higher than two (2) stories;
- (d) No more than two (2) roofed accessory structures may be constructed on any one (1) lot;
- (e) The combined sum of all roofed accessory structures shall not exceed 750 square feet; However, roofed accessory structures located on property in excess of one acre will not be restricted to size as long as the building meets building codes and other requirements of this ordinance;
- (f) The façade shall be constructed of the following exterior-grade materials: wood; vinyl; brick; stone; stucco; and/or hardiplank siding;
- (g) Roofing materials shall be limited to asphalt shingles or manufactured pre-painted metal roof sheeting; and
- (h) Paints, stains, etc. applied on the exterior of the structure shall match the primary structure on the lot.

Many subdivisions have Homeowner Associations with covenants that may place additional restrictions on Accessory Structures. 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. Subcontractor Affidavit (if applicable)
5. Homeowner Affidavit (if applicable)

Step 3 - 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.

Accessory Structure 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 the proposed accessory structure. 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).

INCLUDE ON THE PLAN THE FOLLOWING STATEMENT AND CORRESPONDING RESPONSES:

"Proposed Accessory Structure shall be located within the rear yard and no closer than _____ feet from the rear property line; _____ feet from (left) side property line; _____ feet from (right) side property line and shall not be higher than two (2) stories. Including the proposed Accessory Structure, there will be a total of _____ roofed accessory structures on my lot. The combined sum of all roofed accessory structures (including the proposed Accessory Structure) is _____ square feet in area. The Accessory Structure façade shall be constructed of exterior-grade materials including _____ (permitted materials: wood, vinyl, brick, stone, stucco, and/or handiplank siding) and the roofing materials shall be comprised of _____ (permitted materials: asphalt shingles or manufactured pre-painted metal roof sheeting). Paints, stains, etc. applied on the exterior of the Accessory Structure shall match the primary structure on the lot."

Step 4 - 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 5 - Obtain Building Permit at the City's Department of Planning and Development. Submit the Building Permit Application, Erosion Control and Solid Waste Management Affidavit, Construction Debris Sanitation Acknowledgement, approved Accessory Structure Location Plan, approved Foundation/Framing/Floor Plan, Gwinnett County Environmental Health Site Approval (if applicable), and 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 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) 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 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

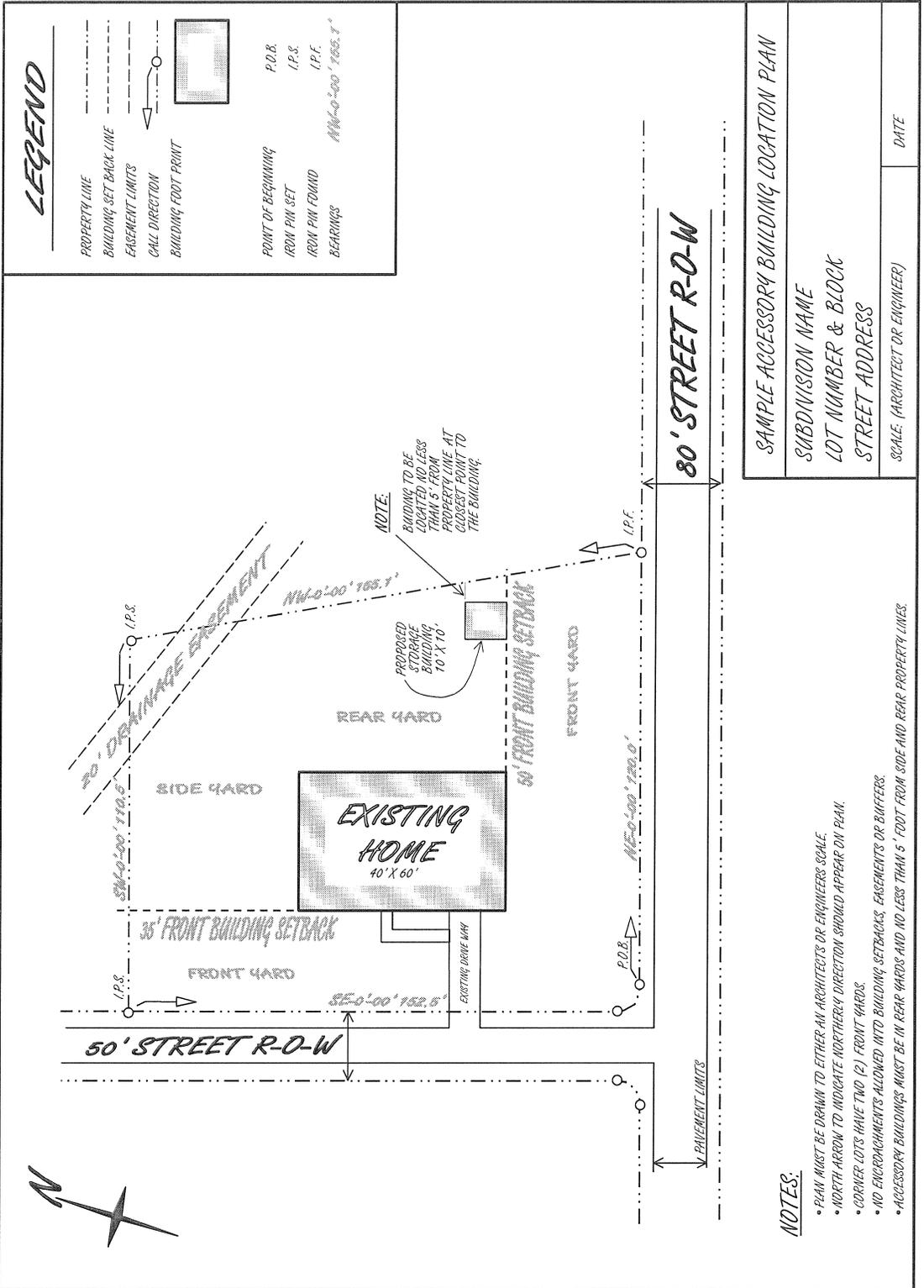
The Department of Planning & Development requires an Accessory Structure Location Plan (ASLP) to be submitted in order to obtain a Building Permit for accessory structures on residential lots. The most common accessory structures are storage buildings (sheds) and detached garages.

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.



SAMPLE ACCESSORY BUILDING LOCATION PLAN	
SUBDIVISION NAME	
LOT NUMBER & BLOCK	
STREET ADDRESS	
SCALE: (ARCHITECT OR ENGINEER)	DATE

- NOTES:**
- PLAN MUST BE DRAWN TO EITHER AN ARCHITECTS OR ENGINEERS SCALE.
 - NORTH ARROW TO INDICATE NORTHERLY DIRECTION SHOULD APPEAR ON PLAN.
 - CORNER LOTS HAVE TWO (2) FRONT YARDS.
 - NO ENCROACHMENTS ALLOWED INTO BUILDING SETBACKS, EASEMENTS OR BUFFERS.
 - ACCESSORY BUILDINGS MUST BE IN REAR YARDS AND NO LESS THAN 5' FOOT FROM SIDE AND REAR PROPERTY LINES.