



## ROOFED ACCESSORY STRUCTURES

### BUILDING CHECKLIST & PERMIT APPLICATION

- REVIEW ZONING REQUIREMENTS INFORMATION SHEET
- REVIEW ACCESSORY STRUCTURES INFORMATION SHEET

#### **A COMPLETE SUBMITTAL PACKAGE INCLUDES:**

- \_\_\_\_\_ SEPTIC SYSTEM APPROVAL OR COPY OF WATER/SEWER BILL Note: If Served by Gwinnett County Sewer System bring your most recent statement. If served by a sanitary septic system visit Gwinnett Environmental Health Dept at 455 Grayson Hwy. Ste. 600 Lawrenceville, GA. (770) 963-5132 to obtain an approval for your proposed structure.
- \_\_\_\_\_ PREPARE SITE PLAN  
Must be drawn to scale showing any existing and proposed structures. See information sheet attached.
- \_\_\_\_\_ PREPARE CONSTRUCTION DETAILS. See information sheet attached.
- \_\_\_\_\_ COMPLETE BUILDING PERMIT APPLICATION
- \_\_\_\_\_ COMPLETE HOMEOWNER AFFIDAVIT OR GENERAL CONTRACTOR REGISTRATION
- \_\_\_\_\_ COMPLETE ACCESSORY DWELLING UNIT AFFIDAVIT – can be notarized in our office.
- \_\_\_\_\_ SUBMIT FEE (120 SF or less \$100, 121 SF – 500 SF \$250, over 500 SF \$350)

#### 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:

1. Up to 100 sq. ft. in area: min 5-foot setback.
2. 101-300 sq. ft. in area: min. 10-foot setback.
3. 301-500 sq. ft. in area: min. 15-foot setback.
4. Over 500 sq. ft. in area: min. 20-foot setback.

NOTE: Floor area is the sum of floor area on all floors within surrounding exterior walls of a building. Areas of a building not provided with surrounding walls are included in the floor area if such areas are included within the horizontal projection of the roof or floor above. Floor area does not include unenclosed balconies, unenclosed porches, or unenclosed stoops. Example: A two story 15' x 25' detached garage is 750 sq. ft. in total floor area.

REV 5.1.25

## PERMIT APPLICATION FOR A ROOFED ACCESSORY STRUCTURE

**PROJECT ADDRESS:**

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OFFICE USE ONLY - STAMP RECEIVED HERE:

PERMIT #

**DIMENSIONS AND SIZE OF EXISTING ROOFED  
ACCESSORY STRUCTURES:**

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TAX PARCEL #

ZONING

**ESTIMATED COST TO CONSTRUCT:**

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**TOTAL SQUARE FEET  
OF PROPOSED  
STRUCTURE:**

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**HOW MANY FLOOR  
LEVELS FOR PROPOSED  
STRUCTURE:**

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**CHOOSE ONE:**

**ON SEPTIC \_\_\_\_\_ OR SEWER \_\_\_\_\_**

- *If connected to sewer provide a copy of the Gwinnett County Water/Sewer Bill.*
- *If connected to a Septic Tank provide approval by the Gwinnett County Environmental Health*

**SUBMIT**

**FEES: INCLUDES PLAN REVIEW & CERTIFICATE OF  
COMPLETION.**

**120 S.F. OR LESS - \$100.00**

**121 S.F. – 500 S.F. - \$250.00**

**OVER 500 S.F. - \$350.00**

**SUBMIT IN PERSON, BY REGULAR  
MAIL, OR OVERNIGHT MAIL. OFFICE  
HOURS FOR SUBMITTALS 8:30 A.M.  
TILL 4:30 P.M. MONDAY - FRIDAY**

**It is the applicant's responsibility  
to call in all required inspections.**

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.

PRINT NAME

SIGNATURE

DATE



## AFFIDAVIT OF HOMEOWNER ACTING AS GENERAL CONTRACTOR

SUBMIT

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, 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.

Home Owner 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

## SCHEDULE OF HIRED SUBCONTRACTORS

SUBMIT

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Trade

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Trade

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Individual Name

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Company Name

\_\_\_\_\_  
Individual Name

\_\_\_\_\_  
Trade



**The City of Snellville**  
Department of Planning & Development  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, GA 30078  
www.snellville.org

(770) 985-3513  
(770) 985-3514

**SUBMIT**

## GENERAL CONTRACTOR REGISTRATION

**PLEASE 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**

**COMPANY NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**STATE CARD NO:** \_\_\_\_\_ **CLASSIFICATION:** \_\_\_\_\_

**OCCUPATION TAX CERTIFICATE NO:** \_\_\_\_\_ **EXP. DATE:** \_\_\_\_\_  
(Business License #)

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

**CITY OF SNELLVILLE, GEORGIA  
ACCESSORY DWELLING UNIT  
AFFIDAVIT**

**SUBMIT**

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.**

Home Owner 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

## What is a Site Plan?

A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines.

If you do not know the location of your utilities, contact the Utility Notification Center. Remember to ask them about the cost of this service.

If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.) show where those meters will be located.

Structures shall not be permitted to be built over set back lines, easements, or property lines.

## CONTACTS

### Environmental Health

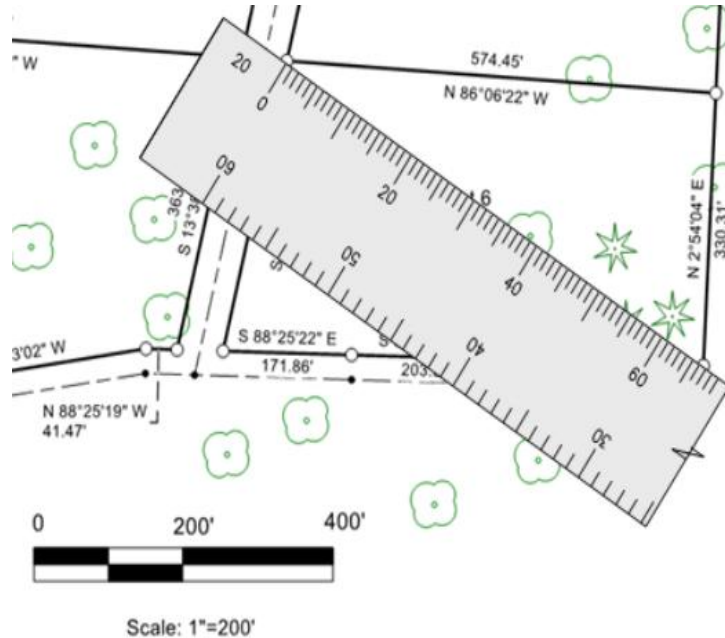
770-963-5132  
455 Grayson Hwy. Ste. 600  
Lawrenceville, GA  
(Septic Tank Permits)

### City of Snellville Planning & Development

2342 Oak Rd.  
Snellville, GA 30078  
770-985-3513 or 770-985-3514  
(To Schedule Inspections)

## INFORMATION SHEET FOR ROOFED ACCESSORY STRUCTURES

**DRAW THE SITE PLAN TO SCALE.**



## Did You Know?

Permits are valid for work to begin within 6 months.

Permits expire if no work is performed for longer than 180 days.

A Certificate of Completion will be issued upon successfully passing all required inspections.

No permit is required on structures less than 20 square feet.

## What are Construction Details?

Construction Details are technical drawings and specifications that provide information about the materials, components, and systems used in construction.

### What Do Construction Drawings Include?

- Footing Details that include how the structure is secured to the ground
- Floor, Walls & Roof Details
- Framing & Door / Window details
- Material Specifications for foundation, floor, walls & roofing
- Elevation Detail
- Mechanical, Electric, Plumbing Details

## Why Do I need a Permit?

**It's the Law** – Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

**Saves Money** – Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

**Makes Selling Property Easier** – Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

**Improves Safety** – Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse, and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that result in a safer project.



## Zoning Requirements for Roofed Accessory Structures

A **Roofed Accessory Structure**, also referred to as a shed, storage building, or detached garage is defined as: *“A small accessory building, such as a garage serving one dwelling unit, shed, gatehouse, gazebo, greenhouse, children’s playhouse and similar accessory use, whether portable or not (except as provided for temporary storage containers), that are subordinate in use and size to the principal use. Excludes all garages except those serving one dwelling unit.”*

And are not the same as an **Accessory Dwelling Unit**, defined as *“A small, self-contained dwelling unit located on the same lot as a principal dwelling unit.”* Where a dwelling unit is defined as *“a single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation.”*

Roofed accessory structures are allowed as a limited use in all residential zoning districts, subject to the use standards of UDO Sec. 206-8.26 as follows:

1. **Building Permit Required:** The construction of any roofed accessory structure over twenty (20) sq. ft. in floor area requires a building permit.
2. **Prohibited Locations:** Roofed accessory structures may not be located:
  - a. Within any drainage easement, sewer easement, or other easement as shown on any recorded plat.
  - b. Within any stream buffer or impervious surface buffer.
  - c. Within the Floodplain.
3. **Total Allowed Structures:** No more than three (3) roofed accessory structures are allowed on a single-family detached dwelling lot.
4. **Height Restriction (less than 120 sq. ft.):** Roofed accessory structures under 120 sq. ft. in floor area may not exceed ten (10) feet in height in a residential district.
5. **Exterior Material Requirements & Height Restriction (120 sq. ft. or greater):** Roofed accessory structures 120 sq. ft. or more in floor area must adhere to the following:
  - a. Except for greenhouses, exterior walls of roofed accessory that are accessory to all uses, except single-family detached dwellings, must be finished with brick, stone, cement-based siding, or with materials and colors similar to that of the principal building.
  - b. Except for greenhouses, exterior walls of roofed accessory that are accessory to single-family detached dwellings must be any material listed in sentence a above or factory finished powder-coated metal, except that pre-engineered metal buildings are not allowed.
  - c. Except for greenhouses, roofing materials and roofing colors must match that of the principal building.
  - d. Height may not exceed 20 feet in a residential district.
6. **Maximum Floor Area Requirements:** The maximum allowed cumulative total square footage of all accessory buildings is based on lot size as follows:
  - a. Lots under 10,500 sq. ft.: 500 sq. ft. in floor area, excluding any accessory dwelling unit.
  - b. Lots 10,501 sq. ft. to 0.99 acre: 750 sq. ft. in floor area, excluding any accessory dwelling unit.
  - c. Lots over 1 acre: an amount equal to 50% of the floor area of the principal structure, up to a maximum of 2,000 sq. ft. in floor area, excluding any accessory dwelling unit.

**Locations Where Allowed:** UDO Table 201-1.6 contains a listing of the allowed locations for common roofed accessory structures as follows:

**Table 201-1.6 Allowed Locations of Residential District Accessory Uses and Structures (Abridged)**

Accessory Use or Structure A=Allowed "--" = Not Allowed in yard	Front Yard	Side Yard (street)	Side Yard (interior)	Rear Yard	Additional Setbacks Standards	Additional Standards
Carport (with metal support posts and metal roof)	--	--	--	--	--	--
Gatehouse	A	A	--	--	--	--
Gazebo	--	--	A	A	See Sec. 201-1.6B	See Sec. 206-8.26
Greenhouse	--	--	A	A	See Sec. 201-1.6B	See Sec. 206-8.26
Playground Equipment	--	--		A	See Sec. 201-1.6B	See Sec. 206-8.29
Roofed Accessory Structure, except as shown in this table	--	--	A	A	See Sec. 201-1.6B	See Sec. 206-8.26

#### **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:

1. Up to 100 sq.ft. in area: min 5-foot setback.
2. 101-300 sq. ft. in area: min. 10-foot setback.
3. 301-500 sq. ft. in area: min. 15-foot setback.
4. Over 500 sq. ft. in area: min. 20-foot setback.

NOTE: Floor area is the sum of floor area on all floors within surrounding exterior walls of a building. Areas of a building not provided with surrounding walls are included in the floor area if such areas are included within the horizontal projection of the roof or floor above. Floor area does not include unenclosed balconies, unenclosed porches, or unenclosed stoops. Example: A two story 15' x 25' detached garage is 750 sq. ft. in total floor area.