



GWINNETT COUNTY
Department of Planning & Development
One Justice Square
446 West Crogan Street
Lawrenceville, Georgia 30045
Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcounty.com

Accessory Buildings (Residential) Building Permit Requirements

(Revised May 2004)

This document's purpose is to provide guidance in obtaining a Building Permit to construct or place an accessory building on a residential lot. Typical accessory buildings are storage buildings and detached garages. Office hours to obtain plan approvals & permits are 8 am to 4 pm, Monday through Friday, except holidays. A permit must be obtained prior to any land disturbance or building construction. A permit is not required if the building is less than 32 square feet in size.

Step 1 – Obtain Approval from the Environmental Health Department for Homes Served by a Private Septic System (Note: 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, Environmental Health, 455 Grayson Highway, Lawrenceville, must review & 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 & drain field is not affected by the location of the building. Information and forms can be obtained by calling 770.963.5132. Proof of approval by Environmental Health must be attached to the Building Permit Application.

Step 2 – Submit an “Accessory Building Location Plan” for Review & Approval by the Development Review Section of P&D. The applicant for a permit must submit an “Accessory Building Location Plan” to the Development Review Section of P&D for approval. Office hours are 8 am to 4 pm, Monday through Friday, except holidays.

- **Purpose.** The purpose of the plan is to verify compliance with county regulations regarding: building setbacks from property lines; encroachments into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; Chattahoochee River Corridor impervious surface & clearing percentage limits; and, Alcovy River & Big Haynes Creek Watershed stream buffers & impervious surface setbacks.
- **Building Addition Location Plan.** This plan must be drawn to scale such as 1”=10’, 1”=20’, etc. It must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, etc., and the location of the proposed accessory building. 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 (available at the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville) may be used to prepare this plan.
- **Size, Materials and General Location Information.** Accessory buildings cannot be larger than the home and cannot be located on vacant lots. Buildings greater than 550 square feet cannot have metal exterior walls unless a Special Use Permit is applied for and approved by the Planning Commission & Board of Commissioners after public hearings (exception: RA-200 zoning district). These buildings must be located in the rear yard, at least 5 feet from any side or rear property line (note: corner lots have two (2) front yards) and at least the front setback distance from all streets on corner lots (see Final Plat of subdivision). Increased setbacks are required when streams or easements are present.

Step 3 – Obtain the Following Forms from P&D: 1) Building Permit Application, & 2) Erosion Control & Solid Waste Management Affidavit. Application & affidavit forms may be obtained by visiting the Building Permits Counter, in person, on-line at the county’s web page www.gwinnettcounty.com (“A-Z Index”) or by calling 678.518.6020.

Step 4 – Obtain Building Permit at the Building Permits Counter of P&D. Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, approved “Accessory Building Location Plan,” 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 \$30). Fees must be paid at time of permit issuance.

Other Information. The Building Permit includes electrical installation (if applicable). Therefore, a separate permit for this work is not required. State licensed electrical subcontractors must submit a Subcontractor Affidavit form to P&D at least two (2) days prior to requesting inspections. Inspections are requested 24 / 7 by calling the “AIRS system” at 678.518.6277. Homeowners installing electrical systems themselves must also submit this affidavit. The Building Permit Yard Card must be posted at the site & be visible from the street. The approved “Building Addition Location Plan” must also be kept present. Footing and electrical rough-in inspections must be scheduled and successfully passed prior to scheduling a final inspection. Prior to use or occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Occupancy obtained. The final inspection includes a final electrical.