



GWINNETT COUNTY
Department of Planning & Development
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Accessory Buildings (Residential) Building Permit Requirements

(Revised August 2012)

The purpose of this document is to provide guidance in obtaining a Building Permit to construct an accessory building on a residential lot. Typical accessory buildings are storage buildings and detached garages. 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, Gwinnett Environmental Health must approve the proposed location on the lot before a permit can be issued. For review and approval information, please contact Environmental Health at 455 Grayson Highway, Lawrenceville, or call 770.963.5132. Proof of approval by Environmental Health must be attached to the Building Permit Application.

Step 2 – Submit the “Accessory Building Location Plan” for Review & Approval by the Development Review Section of P&D. The purpose of this review is to verify compliance with county regulations regarding building setbacks, encroachments into utility easements, zoning buffer, clearing limits or impervious surface setbacks from the Chattahoochee River. This plan must be drawn to scale (i.e. 1”=10’, 1”=20’) and must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, clearing and impervious square footage within the Chattahoochee River Corridor, and the location of the proposed accessory building. A copy of the Final Subdivision Plat showing the lot dimensions is available at the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville, GA 30046.

- **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 approved by the Board of Commissioners (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, and be clear of any drainage or utility easements, buffer or flood hazard areas.

Step 3 – Submit the Location Plan to Stormwater Plan Review Section of P&D. The applicant must obtain the approval from Stormwater Plan Review to verify that the proposed improvement will be clear from drainage easement, stream buffers and flood hazard area, and impervious setbacks of Alcovy River and Big Haynes Creek Watersheds.

Step 4 – Complete Building Permit Application, and Erosion Control & Solid Waste Management Affidavit. The Building Permit Application and Affidavit forms may be obtained from the Building Permits Counter, from the web page www.gwinnettcounty.com (“A-Z Index”) or by calling 678.518.6020.

Step 5 – 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 may include electrical installation. A separate “electrical only” permit 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 and be visible from the street. The approved “Building Addition Location Plan” must also be present at the time of inspection. 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.