



## ACCESSORY STRUCTURE PERMIT APPLICATION AND SUBMITTAL INSTRUCTIONS

A building permit must be secured prior to the installation of an accessory structure larger than 200 square feet, or major renovation of any existing accessory structure. Any electrical, plumbing and/or mechanical work along with some land disturbance will require a permit regardless of the size of the accessory structure. Please contact us if you are unsure if a permit is necessary. It is the property owner's responsibility to ensure that all accessory structures are constructed or installed in compliance with city regulations and outside of any required zoning buffers and/or easements located on the property.

Use this application for permitting a:

- Detached garage, shed, or carport (greater than 200 square feet);
- Accessory Dwelling Units (ADU);
- Swimming pool/spa; and
- Other, similar structures that are not a primary building

All construction must comply with zoning and building requirements regardless of whether a building permit is required. The City's Code of Ordinances may be viewed online through Municode at: [www2.municode.com/library/ga/chamblee/codes/code\\_of\\_ordinances](http://www2.municode.com/library/ga/chamblee/codes/code_of_ordinances).

All accessory buildings and structures, including accessory dwelling units, shall be subject to the following additional requirements of the Chamblee Unified Development Ordinance (UDO), [Section 230-8](#):

- (1) An accessory building or structure shall be clearly subordinate to the primary structure in all dimensional aspects.
- (2) In all residential districts the building or structure shall be located no closer to the street than the principal structure.
- (3) An accessory structure may be located in a required interior side or rear setback. However, a separation of at least five feet shall be required between the building or structure and an adjoining lot line.
- (4) A maximum of three accessory structures shall be permitted per lot.
- (5) In all single-family zoning districts, the total of all accessory structures shall have a gross square footage of no greater than 50 percent of the gross square footage of the principal building with a 1,200 square feet maximum per lot.
- (6) No accessory structure shall be constructed upon a lot until construction of the principal building has commenced.
- (7) Where a building is attached to the principal building by breezeway, passageway or similar means, it is considered part of the principal structure and shall comply with the yard requirements of the principal building.

# INSTRUCTIONS FOR OBTAINING AN ACCESSORY STRUCTURE PERMIT

*Paper copies of this permit application will not be accepted. All accessory structure permit applications must be emailed to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov). Permits may also be requested online by visiting the City's permit portal here: <https://chamblee.portal.iworq.net/portalhome/chamblee>.*

- A. **Submit a PDF digital version of a site plan** showing all existing structures, new structures or additions, curb cuts, sidewalks, landscaping, utility locations and property/right-of-way/set-back lines and other pertinent details. For interior finish only, no site plan is required. Plans must be to scale and include address and contact information for the owner and design professionals. See Site Plan Review Checklist in this application packet for more information.
- B. **Submit a PDF digital version of the plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. All plans should be clearly drawn to scale (feet/inches)  
  
Depending on the type of construction, plans may be required to be prepared by a registered design professional. See [Section 18-11 of the City Ordinances](#) for details on structural plan requirements. Site plans may be required to be prepared by a registered surveyor at the discretion of the Planning and Development Department.
- C. **Fees.** Building permit fees are based on standard Valuation Tables. (See [Fee Schedule](#).) A Plan Review Fee of 25% of the Permit Fee will be charged on all residential building permits (min. plan review fee/\$100; min. permit fee/\$150) and 50% of the Permit Fee will be charged on all commercial building permits (min. plan review fee and permit fee/\$200). See NPDES fees and Erosion Control Bond amount on the Submittal Checklist on the following page. Payment of the Plan Review Fee is required prior to plan review (a link to pay fees will be provided following permit application submittal). Remaining fees are due prior to permit issuance.
- D. **Plan Revision and Resubmittal Process.** Code compliance comments from the Department will be sent jointly via email to the contact person and property owner listed on the application. All resubmittals must be submitted electronically along with a separate document that includes detailed responses to any comments provided. The applicant must work directly with any other outside review agencies, if required. An external agency route sheet will be provided to the applicant upon permit application submittal if external reviews are required.
- E. **Plan Approval.** When the plans are approved, an approval letter will be emailed to the primary contact and property owner listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. In addition, the applicant will be asked to submit one final digital copy of all plans. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, external approvals, etc.) outlined in the approval letter. Once the plans are digitally signed by staff, the applicant will receive an electronic copy via email to be printed and provided on site through the duration of the project. Once the project is approved and all documents have been accepted, the City will issue the building permit and an inspection information sheet.

**Note: Individual PDF files may not exceed 50 MB. Larger files should be separated into individual PDFs.**

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## Notes to Contractors and/or Homeowner acting as Contractor:

- The street address and/or suite numbers must be clearly posted at all project locations.
- Construction dumpsters may not be placed in the street.
- The inspection card and an approved set of the plans must remain on the site at all times during construction.
- Permits are not transferable, nor are they refundable.
- An inspection information sheet will be provided upon permit issuance detailing all necessary inspections required by the City.
- Permits expire if work is not begun within 180 days or substantially completed within two years of issuance.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final inspections and all required fees, bonds, site work, documentation, and landscaping reviews have been completed.

# ACCESSORY STRUCTURE PERMIT SUBMITTAL CHECKLIST

**Note: Individual PDF files may not exceed 50 MB. Large files should be separated into individual PDF files not exceeding 50 MB.**

## Initial Submittal:

- Complete Accessory Structure Permit Application
- PDF Digital version of all required plans

Once the permit application is accepted by the City, the applicant will receive a “Notification of Permit Application Receipt and Explanation of Next Steps” document requesting the following:

- Plan Review Fee\* (a payment link and amount will be provided by the City following initial application submittal)
- List of any other outstanding application items/fees
- External Agency Route Sheet (if required)

**Please allow up to 10 business days for commercial permit plan review and up to 5 business days for residential permit plan review.**

## Plan Revision Submittals, if requested:

- PDF digital version of revised plans with changes clouded
- Document including detailed responses to any plan comments
- Any other requested supporting documents from reviewers

## Prior to Issuance of Permit (may be provide any time prior to permit issuance):

- Accessory Structure Permit Fees (a payment link and amount will be provided by the City)
- PDF digital version of final approved plan set
- Homeowner Declaration Form (if homeowner is acting as General Contractor)
- Copy of Contractor’s current Georgia Business License (not required for Homeowners acting as General Contractor)
- Copy of qualifying Georgia State License for the General Contractor (not required for Homeowners acting as General Contractor)
- Copy of GSWCC card (Soil & Erosion Control certification, if land disturbance is involved) (not required for Homeowners acting as General Contractor)
- General Contractor affidavit (not required for Homeowners acting as General Contractor)
- Subcontractor Affidavits, when applicable (may be submitted after issuance of building permit but prior to any subcontractor work being done)
- Any other required supporting documents and/or bonds, if necessary



# ACCESSORY STRUCTURE PERMIT APPLICATION

All permit applications must be emailed to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov) or submitted online by [clicking here](#).

### Site Information and Scope of work:

Site Address: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Type of Work:  Residential or  Non-Residential AND  New or  Renovation

Type of Accessory Structure:

Detached garage/shed/carport  Swimming Pool/Spa  Other: \_\_\_\_\_

Total Area of Construction: \_\_\_\_\_ square feet

### Applicant Information:

Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Owner Information (if different than applicant):

Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Information (if different than property owner):

Business License #: \_\_\_\_\_ State License #: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Qualifications Held (Check all that apply):  Residential Basic Contractor  Residential Light Commercial  
 General Contractor  Specialty Trade

Will there be subcontracted work for this job?  Electrical  Plumbing  HVAC (subcontractor affidavits required)

**NOTICE:** Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no activity commences within six months of issuance date or an extension is granted per City Code. I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the permit issued as a result of this application. I also agree to allow inspections and right of entry per Section 120-2 of the UDO.

**Note:** Only the Property Owner or Contractor should sign this application as an applicant.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



# ACCESSORY STRUCTURE PERMIT SITE PLAN CHECKLIST

## CHECKLIST OVERVIEW

All work must be in conformance with an approved site plan and applicable City ordinances, codes, and policies. **Some requirements may not apply to all projects.**

### Submittal Requirements for Plan Review:

#### 1. Provide a Site Plan, drawn to scale, that shows the following:

	a. All property lot lines
	b. Building footprints and dimension to the lot lines
	c. Abutting street(s)
	d. Curb cut(s)
	e. Setbacks applicable to that zoning district per <a href="#">City Ordinance</a>
	f. The use, square footage, and height of the accessory structures(s)
	g. Vehicle parking area(s) (if applicable)

*Site plan requirements may be waived under certain circumstances at the discretion of the Department.*

#### 2. Provide information to verify that applicable zoning requirements are met:

	a. Impervious surface area calculation (% of lot area) - Section 230-1
	b. Floor Area Ratio (FAR) - Section 230-1
	c. Open space (% of lot area) - Section 230-1
	d. Max. building height - Section 230-1
	e. Lot size - Section 230-1
	f. Lot width - Section 230-1
	g. Front yard setback - Sections 230-1
	h. Side yard setback - Section 230-1
	i. Rear yard setback - Section 230-1
	j. Accessory use provisions (if applicable) - Chapter 240, Article 2 under use code
	l. Supplemental use provisions (if applicable) - Chapter 240, Article 3 under use code
	m. Location, design and construction of parking areas requirement – Chapter 250
	n. Special conditions based on zoning history of the site (if applicable). If applicable, attach conditions in table format, indicating required and provided provisions.

#### 3. Provide information to verify the following Tree requirements are met.

	a. If your project is for an accessory structure on a single-family residential lot, then see the <a href="#">Residential Tree Preservation Guide</a> for more information on compliance with the City’s tree regulations.
	b. Include a Tree Survey Plan and Inventory that includes: <ul style="list-style-type: none"> <li>To-scale map or site plan.</li> <li>Note the location of all specimen trees or stands of trees plus all other trees which will be preserved and counted toward meeting site density requirements</li> <li>Include specimen trees and their critical root zones with labels/inventory of size and species. Include trees to remain and those proposed for removal.</li> <li>Include all other trees to be counted toward meeting density requirements, with labels/inventory of size and species. (Existing trees less than two inches DBH do not need to be shown and cannot be included toward Existing Density Factor).</li> <li>For forested areas over two acres, sampling methods may be used to determine tree densities.</li> <li>Show all tree protection zones, tree save areas, and buffers with existing trees.</li> </ul>
	i. Tree Replacement Plan (if applicable)
	j. If site cannot bear replanting of required density, submit alternative as required under Minimum Density Requirements
	k. Submit a separate Tree Removal Permit Application if applicable

**4. Erosion and Sedimentation Control (not required for interior-only permits)**

	a. Show grading & drainage: Existing and proposed ground contours/elevations, indicating cut and/or fill operations; may include stockpiling.
	b. Show limits of disturbance and note number of disturbed acres.
	c. Show BMPs for erosion and sedimentation Control.
	d. Delineate streams, stream buffers, and wetlands or certify there are none are on the site or within 200 feet of the site.

**5. Building Plans**

	a. Architectural plans showing compliance with Building Codes, if applicable
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## **HOMEOWNER DECLARATION FORM**

The undersigned hereby applies for consideration as a property owner desiring to perform construction on his/her residence. In making this request for a "home owner" permit, the undersigned states the following to be true:

1. Applicant resides or intends to reside on premises. Property described in permit application is currently owned by applicant. Applicant must reside in completed structure and does not plan to offer same for sale for a period of 24 months as per OCGA section 43-41-17. Applicant has not made a previous Homeowner Declaration where he/she has failed to reside at the premises thereafter.
2. Applicant will serve as the general contractor and accept inherent responsibilities for the work authorized by the approved permit in accordance with Georgia's licensing law pertaining to Residential and General Contractors, and including workman's comprehensive liability.
3. Applicant agrees to hire properly licensed contractors for work that is further sub-contracted. All plumbing, electrical and HVAC work will require separate sub-contractor forms, including work performed by applicant in lieu of licensed contractors.
4. Applicant agrees to perform all work in accordance with all applicable codes and strictly adhere to the inspection requirements. The undersigned acknowledges that all required inspections must be performed in an established sequence and that any work done in violation of the codes must be corrected or may be ordered to be removed.
5. Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation as to the material fact in the application on which the permit was based.
6. Applicant further acknowledges that he/she is aware that any knowingly false statements made in the permit application will subject said applicant to possible prosecution. Georgia Criminal Code, Section 16-10-71 (False Swearing).

**PROPERTY ADDRESS:** \_\_\_\_\_

**TYPE OF WORK TO BE PERFORMED:**

**CHECK ALL THAT APPLICANT IS RESPONSIBLE FOR (DO NOT CHECK IF THE WORK WILL BE SUBCONTRACTED OUT TO LICENSED TRADESPERSONS:**

- |                                   |                                      |                                      |
|-----------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> BUILDING | <input type="checkbox"/> PLUMBING    | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> HVAC     | <input type="checkbox"/> ELECTRICAL  |                                      |
| <input type="checkbox"/> GAS      | <input type="checkbox"/> LOW VOLTAGE |                                      |

**APPLICANT'S NAME:** \_\_\_\_\_ **APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_