



Quick- Reference Guides

# Accessory Structures for Residences

## Permit Checklist:

- [Permit Application](#)
- Site Plan
- Construction Details
- Floor Plan
- Contractor Info/License or [Homeowner Declaration Form](#)

## Do I need a contractor?

- Owners who are an occupant of the property can apply for a permit. A [Homeowner Declaration Form](#) is required.
- If you plan on subcontracting work, the subcontractors must apply for trade permits.
- Unlicensed contractors often attempt to secure owner-initiated building permits by stating that the property owner is personally providing his or her own labor and materials. This is one reason why you should always ensure that your contractor is licensed.
- If a contractor is doing the work, have the contractor apply for the required permits. You may protect yourself from possible liability if the contractor applies for the proper permit in his or her name

## What is an accessory structure?

Accessory structures are "subordinate and incidental" to a principal or main structure on the same property. For example, a single-family house would be a principal structure, and a shed, detached carport or garage, or playground set would be an accessory structure.

Accessory structures are not attached to the principal structure.

## Do I need a permit for an accessory structure?

Accessory structures 120 square feet or larger need a building permit. Permit applications can be found and submitted on the [City website](#).

Smaller structures (<120 square feet) do not need structural plans and may not need a permit, but will need to meet requirements for location, distance from property lines and streams, and lot coverage. Building permits or site plans may sometimes be required for smaller structures to ensure that stream protection, lot coverage, and other site requirements are being met.

## Are there size or number limits?

No more than three accessory structures are allowed per lot.

In single-family residential districts, the total size of all accessory structures can't be greater than 1,200 square feet or 50% of the size of the principal structure, whichever is less.

There are also limits on the amount of impervious surface (area that water can't pass through, such as structures, driveways, walkways, etc.) that each lot can have. This limit is between 45% and 80% of lot area and varies by zoning district. For questions about your property's lot coverage limit, please contact the Development Department or refer to the [Space Dimensions Table](#).

## Are there location restrictions?

In residential districts, accessory structures have to be located in the rear or side yard and have to be at least five feet from property lines.

Structures also can't be within 75 feet of a stream or within sewer, drainage, or power line easements.

## Permitting Information

Submit an application and all required documents to the Development Department via e-mail to [ChambleeDevelopment@chambleega.gov](mailto:ChambleeDevelopment@chambleega.gov), or in person at the Development Department office.

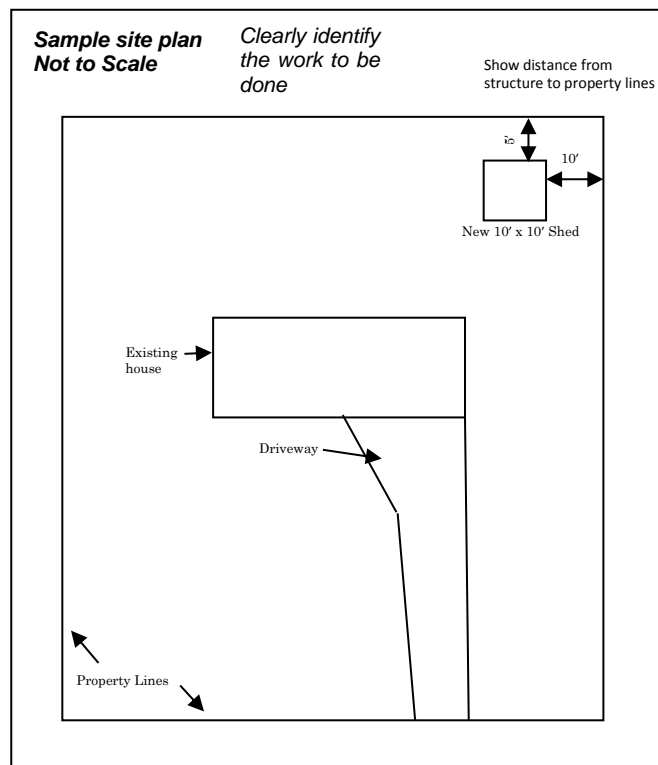
Permits are issued between 8:30am and 5:00pm Monday-Friday. The typical review time is five business days. Please contact us if you have any questions.

## What is a site plan and do I need one?

A site plan is a detailed drawing of your property showing property lines, existing structures and site features, and the location and dimensions of any proposed work. Site plans are often created by licensed surveyors, but in many instances can also be drawn by homeowners or contractors. All building permits require a site plan, and smaller accessory structures may require one at the discretion of the Development Department.

### Site Plan Requirements:

1. A survey may be required by the Development Department. Reasons may include the presence of stream buffers, lot coverage issues, or questions about setback accuracy. Many accessory structure site plans do not need to be prepared by a surveyor.
2. All site plans must accurately show the location of property lines, existing structures, lot size (acres or square feet) and site features (streams, easements, trees that may be impacted). See [Tree Removal Guide](#) for tree requirements.
3. The location of the proposed structure must be accurately shown, along with dimensions of the structure and distances to property lines.
4. Existing and proposed lot coverage must be provided. Lot coverage includes all surfaces that water cannot go through, such as structures, decks, porches, patios, driveways, walkways, sidewalks, gravel, pools, etc.
5. An Erosion Control Measures Guide will be provided for guidance with silt fence and other measures.



## Construction details and floor plans

Accessory structures that are 120 square feet or larger will require a building permit. Permit applications must include construction details and floor plans, examples of which are available by request at [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov) or [online](#).

## Inspection Information

### What will the building inspector look at?

**A typical accessory structure project will require the following inspections:**

1. Footings Footing inspections shall be made after trenches are excavated, forms erected, and PRIOR to placing of concrete.
2. Slab Inspection shall be made PRIOR to placing concrete.
3. Frame/Rough Inspection This inspection is made after the roof, all framing, bracing and fasteners are in place.
4. Final Inspection made AFTER the structure is completed.

**The Development Coordinator will let you know your projects' required inspections when the permit is issued.**

**How do I schedule a required inspection?** Please call the **Inspection line** and leave all information requested in the message: (404) 450-0012, or via e-mail at [inspections@chambleega.gov](mailto:inspections@chambleega.gov). Inspection requests received before 4:00 pm will be performed on the next business day.

### **REMINDER:**

**Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information we receive in the plans**