



COMMUNITY DEVELOPMENT DEPARTMENT

1 AUBURN WAY, AUBURN, GA 30011

P: 770-963-4002

www.cityofauburn-ga.org

RESIDENTIAL ACCESSORY BUILDINGS PERMIT REQUIREMENTS

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 does not exceed 96 square feet in floor area.

Approval from the Environmental Health Department for Homes Served by a Private Septic System.

[Note: This step is NOT required if the home is served by the County sewer system.] 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, contact Environmental Health at 63 Lee St., Winder, GA or call 770-307-3502. Proof of approval by Environmental Health must be attached to the Building Permit Application.

Submit the “Accessory Building Location Plan” for Review & Approval by the City of Auburn Planning Department.

The purpose of this review is to verify compliance with City regulations regarding building setbacks, encroachments into utility easements, zoning buffer, clearing limits or impervious surface setbacks from any streams or rivers. 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, and the location of the proposed accessory building. A copy of the Final Subdivision Plat showing the lot dimensions is available at the Clerk of Superior Court, 652 Barrow Park Dr, Winder, GA 30680.

Submit Foundation Plan (Footings), Framing Plan, and Floor Plan (if applicable). Framing plan to include wall cross-section and roof-ceiling construction. Floor plan may be required if Accessory Structure contains rooms that are incidental to the primary use of the structure (garage, storage, etc.). Plans submitted shall be reviewed by the City’s Building Inspector for approval. Plan review may take up to one-week to complete.

Complete Building Permit Application, and Erosion Control Affidavit. The Building Permit Application and Affidavit forms may be obtained from the Permits Counter, online at www.cityofauburn-ga.org or from planning staff at City Hall.

Obtain Building Permit at the Permits Counter of the Planning Department. Submit the Building Permit Application, Erosion Control Affidavit, approved “Accessory Building Location Plan,” and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$6.50 per \$1,000 of estimated construction cost (minimum fee is \$120). Fees must be paid at time of permit issuance.

Building Floor Area and Setbacks: Accessory buildings cannot be larger than the sizes specified in the

table below and cannot be located on vacant lots. These buildings must be located in the rear yard, be clear of any drainage or utility easements, buffer or flood hazard areas, and observe the following setback requirements adjacent to all property lines and right-of-ways:

Building Floor Area	Building Minimum Setback from Property Lines
Up to 100 sq.ft.	5 feet
101 to 300 sq.ft.	10 feet
301 to 500 sq.ft.	15 feet
Over 500 sq.ft.	20 feet

In all residential zoning districts, except Agricultural zoned districts, accessory buildings shall comply with the following requirements:

The maximum cumulative total square footage of all accessory buildings is as follows:

Lot Size	Building Floor Area
Lots under 10,500 square feet	120 sq.ft. in floor area
Lots 10,501 sq.ft. to 0.99 acre	500 sq.ft. in floor area
Lots 1.00 acre to 1.99 acres	650 sq.ft. in floor area
Lots 2.00 acres and larger	Shall not exceed 50% of the sq.ft. of the principal structure, up to a maximum 1,000 sq.ft. in area.

Materials and Height:

Walls: Exterior walls shall be finished with brick or stone or with materials and colors similar to that of the principal building.

Floors: Internal floors shall be a solid surface and constructed with materials such as, but not limited to, concrete or wood. Gravel and dirt floors are prohibited.

Roofing: Roofing materials and colors shall match that of the principal building. Roof pitch shall be commensurate with the roof pitch of the principal building.

Height: Building height shall not exceed 18 feet.

Metal buildings: Metal buildings in excess of 550 sq.ft. in size require a special exception from the Zoning Board of Appeals and subject to such appropriate conditions the board may require after a public hearing

Detached garages: Detached garages (a detached garage is separate and distinct from a storage building). Detached garages greater than 250 sq.ft. shall be stick built with wood or other firm and stable interior framing materials and may only be installed if approved as a special exception. Garages greater than 250 sq.ft. must also meet all side yard set-back requirements.

Additional Information:

Electrical installation: A separate electrical may be required. State licensed electrical subcontractors must submit a Subcontractor Affidavit form to Planning Staff at least two (2) days prior to requesting inspections. Homeowners installing electrical systems themselves must also submit this affidavit.

Inspections: Inspections are scheduled by email. To schedule an inspection, email ganortheastinspections@safebuilt.com : Include your permit number, address and lot number, type of inspection, and phone number.

Permit Card: The building Permit Card must be posted at the site and be visible to the inspector.

Location Plan: The approved Accessory Building Location Plan must also be present at the time of inspection.

Final 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, passed, and Certificate of Occupancy obtained. The final inspection includes a final electrical inspection.

Homeowner Associations: Many subdivisions have Homeowner Associations with covenants that may place additional restrictions on Accessory Structures. Please consult with your Homeowners Association before submitting your Building Permit Application. The City of Auburn does not enforce subdivision covenants; issuance of a building permit does not convey compliance with any covenants.

For additional information or questions, contact Planning Staff at (770) 963-4002 ext. 206.

City of Auburn Community Development

1 AUBURN WAY
PO Box 1059
Auburn, GA 30011
770-963-4002 ext. 206

Barrow County Environmental Health

16 Lee St.
Winder, GA 30680
770-307-3502

Safebuilt, Inc. (Building Inspections)

Inspections are scheduled via email at:
ganortheastinspections@safebuilt.com

SAMPLE SITE PLAN

