



Planning and Zoning
 1975 Lakeside Parkway
 Suite 350
 Tucker, GA 30084
 Phone: 678-597-9040
 Website: www.tuckerga.gov

Special Administrative Permit – Temporary Buildings

Instructions

The Planning and Zoning Director is authorized to consider and grant or deny a special administrative permit per Section 46-1664 of the City of Tucker Zoning Ordinance. If you wish to seek a special administrative permit for the use and construction of temporary buildings, you may submit an application at any time to the City of Tucker. Written decisions regarding a complete application will be issued within 30 days.

REQUIRED ITEMS	CHECK <input type="checkbox"/>
Special Administrative Permit – Provide one copy of the original and notarized signatures of the property owner(s) and applicant(s), or a notarized statement from the property owner authorizing submittal of the special administrative permit by the applicant on their behalf.	<input type="checkbox"/>
Building Permit – Submit a building permit application to the Community Development Department for the construction of the temporary building.	<input type="checkbox"/>
Site Plan – Provide one copy of a scaled site plan detailing the proposed location of temporary building(s) on the property.	<input type="checkbox"/>
Temporary Building Requirements – Except where herein otherwise specifically permitted, temporary buildings, such as a mobile home or trailer, shall not be allowed in any district except: <ol style="list-style-type: none"> (1) For caretaker's residence in the industrial districts; (2) To serve as a home sales office for a subdivision only during such time as a subdivision is under development; or (3) In conjunction with construction work or pending completion of a permanent building for a period concurrent with approved land-disturbance and building permits. Such temporary buildings shall be sited and permitted in any district upon approval of the community development director through a special administrative permit. Such temporary buildings shall be removed when the construction has been completed. 	<input type="checkbox"/>
FEES	
Special Administrative Permit Fee	\$100



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APPLICANT INFORMATION		
Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contract Purchaser		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Contact Name:		
Phone:	Email:	
PROPERTY INFORMATION		
Property Address:		
Subdivision Name:		Parcel ID:
Land District:	Land Lot(s):	Acreage:
TEMPORARY BUILDING INFORMATION		
Type of Building:		
Approximate Start Date:		Approximate End Date:
Reason for Temporary Building:		

APPLICANT'S CERTIFICATION

THE UNDERSIGNED BELOW STATES UNDER OATH THAT THEY ARE AUTHORIZED TO MAKE THIS APPLICATION.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

PROPERTY OWNER'S CERTIFICATION

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of DeKalb County, Georgia, of the property identified below, which is the subject of the attached Special Administrative Permit. As the legal owner of record of the subject property, I hereby authorize the individual named below to act as the applicant in the pursuit of the Special Administrative Permit in request of the items indicated below.

I, _____, authorize, _____,
(Property Owner) (Applicant)

to file for _____, at _____
(Type of Temporary Building) (Address)

on this date _____, 20_____
(Month) (Day)

- I understand the procedure for submitting a special administrative permit for the use and construction of Temporary Buildings per Section 46-1229.
- I understand that approval of my special administrative permit does not authorize final approval of any larger permitting or entitlement requests. I agree to arrange additional permitting separately, after approval is obtained, if necessary.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

Signature of Property Owner Date

Type or Print Name and Title

Signature of Notary Public Date Notary Seal