



ACCESSORY STRUCTURES

- ✓ A building permit is required for detached accessory structures over 200 square feet (residential) or 120 square feet (commercial) or if the structure is over 10 feet high.
- ✓ If you want to build a structure that is 750 square feet or more or has walls over 11 feet high, you will need to fill out an accessory structure compatibility checklist. *

*** SITE PLAN REVIEW**

Once you have completed the accessory structure compatibility checklist, you will need to have a planner look at it to determine if it will fit with the current surroundings. If it looks like it will, you can apply for your building permit. If it looks like it will not, you will need to go through a site plan review. There is an application and a fee that is required for this process.

A site plan review is a land use application where the Planning Division notifies surrounding property owners of the proposed building. This gives the surrounding property owners the chance to tell the Planning Division any issues that they may have with the proposed building.

If the Planning Division approves your application, you will then be given the okay to obtain the building permit. If they deny your application, you are not able to build the proposed structure.

BUILDING PERMIT

You will need to submit three complete sets of plans for review and pay a plan review fee at time of submittal. This covers the time of the plans examiner even if you decide not to go through with the project.

The fee will be based on the proposed construction. The normal time for plan review is ten working days. It can take shorter or longer depending on whether we have all the information needed to complete the review.

Once all the departments have reviewed your project, you will be contacted with a balance due. This will be in addition to the plan review fee that you paid up front. If you would like to know more about the fees, you can obtain a Fees Associated With Development handout.

The building permit will include any structural, mechanical, or plumbing work that was indicated on the plans. Any electrical work requires a separate application.

ACCESSORY STRUCTURE STANDARDS	
Proposed Structure	Setback From Property Lines
Detached Structure walls less than or equal to 8 feet tall (2)	Interior setback = 3 feet (1)
Detached structure walls greater than 8 feet tall (2)	Interior setback = 5 feet
Attached structure	Interior setback = 5 feet (1)
Garage or carport with access to an alley	Alley setback = 20 feet, less the width of the alley right-of-way, but at least 3 feet.

(1) Zero-lot line provisions are in Section 3.270

(2) The slab or foundation of accessory structures is not included in the wall height unless it is greater than 24-inches from the ground.

PLANS NEEDED FOR A BUILDING PERMIT APPLICATION

- Plot plan (show dimensions and locations of all buildings, septic system, trees* and easements)
- Foundation plan
- Elevation views
- Cross-section information
- Floor plan (only if needed)

***If trees are to be removed, a tree plan will be required and the plans for permit will not be accepted until the tree plan is approved.**