

Permit Application Checklist for Obtaining an **Accessory Building Permit**

The following items must be completed and submitted as a packet to apply for a garage or shed permit.

- Uniform Residential/Commercial **Building Permit Application**:
 - Property Information Section
 - Building Permit Section
 - Electrical, plumbing, hvac as needed (each will require their own permit)
 - Signature
 - Note: property owner may act as the contractor
- Complete, detailed **site plan** demonstrating setbacks and lot dimensions, illustrating where the accessory structure is to be located on the property.
- If site built and larger than 200 square feet, **detailed building plans** showing the build of the shed/garage. See attached worksheet for assistance.
- **See the attached information sheets** regarding building code and zoning code requirements. Contact Community Development with further questions.
- **Note on fees:** The building permit fee is based on the square footage of the structure (\$.19/ft²) with a minimum fee of \$40. The electrical, HVAC, and plumbing permit fees are also based on the square footage of the structure (\$.04/ft²), with a minimum fee of \$40.

Definition – Accessory Building, residential

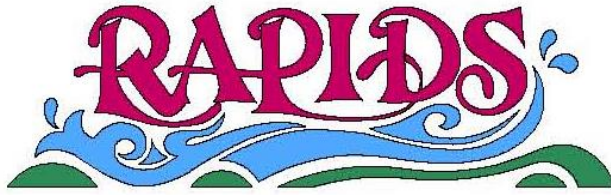
Description: A detached building customarily found with a residential use as an accessory use. The term includes greenhouses, detached garages, sheds, gazebos, pool cabanas, and the like.

Parking Requirements: On-site parking is not required

Supplemental Standards:

(a) *Number and floor area.* The number of residential accessory buildings and the floor area must comply with standards set forth in Appendix C – Zoning District Standards. In general 2 accessory buildings are allowed per property.

(b) *Exterior materials.* Exterior materials for a residential accessory building with a floor area of more than 192 square feet (but not greenhouses) shall be the same as, substantially the same as, or complement those materials used on the principal building.



(c) *Prohibition on specific materials.* Soft-sided structures and canopies are specifically prohibited.

(d) *Roof lines.* The roof lines of a residential accessory building with a floor area of more than 192 square feet (but not greenhouses) shall match the roof lines of the principal building to the greatest practical extent.

(e) *Plumbing fixtures.* A residential accessory building may have a single compartment bar sink and separate half-bath (toilet and a lavatory sink in a single room). If the detached building is directly related to an outdoor swimming pool or an outdoor sauna, such building may also have a standup shower. Bath tubs are prohibited in all accessory buildings

Quick Facts:

- Separation requirements for buildings – An accessory building shall be erected or otherwise placed on a lot so that it is at least 10 feet from the principal building on the lot, without a firewall.
- Building height maximums are included in Appendix C of the Zoning Code and vary between 15 and 18 ft.
- Building coverage maximums vary and are included in Appendix C of the Zoning Code; not to exceed 900 square feet
- Placement of accessory buildings on a lot – Except as permitted in this section, a detached accessory building must be located at least 5 feet behind the front face (i.e., face of the building closest to the street) of the principal building (Exhibit 6-6). In the case of a corner lot, the accessory building shall meet the minimum setback requirements from all streets. Pursuant to the procedures and requirements in Article 5, the Planning Commission may approve a special exception to allow an accessory building in front of the principal building.

Exhibit 6-6. Placement of an accessory building

