

Detached Accessory Structure Building Permit Checklist

All plans shall include the following:

- ◇ Two complete sets of working drawings.
- ◇ Two scaled site/plot plan on 8.5"x11" paper.
- ◇ Owner's name, subdivision name, plat, lot number, and street name(s) that front on any side of the property.
- ◇ Any easements on the lot including the Public Utilities Easement (10').
- ◇ The grade of the building signed stamp with provided information on plans.
- ◇ Accurate setbacks and elevations.
- ◇ Architectural review committee approval signature/ architectural committee release form.
- ◇ Square footage of existing accessory structures on lot.
- ◇ Both sets of plans with engineer requirements must be wet stamped.
- ◇ Footing and foundation detail showing steel requirements.
- ◇ Shear wall definitions, locations and connections.
- ◇ Hold down definitions and locations.
- ◇ Roof design with truss engineering and layout showing location of point loads and connection requirements (complete packet from the truss manufacturer).
- ◇ Post and beam sizes and locations.
- ◇ Two sets of fire sprinkler plans when required.
- ◇ Gas piping diagrams showing BTU's for each appliance; and footage only (sample on reverse).
- ◇ \$45.00 Deposit due at submittal.

Regulations:

- ◇ Plans will only include what will actually be built (options shown are not approved).
- ◇ 'Reversed plans' will not be accepted.
- ◇ Height may not exceed 25 feet - measured to the highest peak from the top of the foundation on the elevation on the high side of the lot.
- ◇ The grade of the building (finished grade at the highest point touching the foundation may not exceed 12% slope from the top back of curb; exposed foundation may not be taller than 24 inches-see attached handout with this application) .
- ◇ Elevations must show the actual grade of the lot where the home is being built. If our grading plan shows a drop or rise in elevation on the lot you have submitted a plan for and the elevation drawing does not reflect this change of grade, then the plans will be rejected.
- ◇ Must meet retaining wall requirements.
- ◇ Plans cannot be simply photo-copied from previous plans from previous lots due to topography; soils; etc.

◇ Environmental fence installed on property lines contiguous with open space, park or trail.

Date _____

Signed _____

Accessory Building Ordinance:

3-4109: Accessory Buildings (Amended: 9/5/00, 1/15/02, 9/17/02, 01/05/2010) All accessory buildings within this zone shall conform to the following standards, setbacks and conditions:

- (1) An accessory building is any building or structure which is not attached to the main dwelling on the lot that is:
 - (a) Greater than 200 square feet, or
 - (b) That is attached to a permanent foundation as defined by the building code.
- (2) **Size.** Accessory buildings shall not cover more than five percent (5%) of the total gross lot area.
- (3) **Height.** No accessory building shall be erected to a height greater than twenty-five feet (25') from grade.
- (4) **Setbacks.** All accessory buildings shall comply with the following setbacks:
 - (a) All accessory buildings shall be set back from the front property line a minimum of thirty feet (30') or consistent with the primary dwelling, whichever is less.
 - (b) An accessory building shall be set back from the rear property line a minimum of ten feet (10').
 - (c) All accessory buildings shall be set back from the side property line a minimum of ten feet (10').
 - (i) All accessory buildings shall be set back at minimum an amount of ten feet (20') from the side lot line which abuts a street or ten feet (20') from the Parkway Detail.
 - (d) All accessory buildings shall be placed no closer than six (6) feet from the main building. Said six feet shall be measured to the closest part of the structures including any roof overhang.
- (5) **Materials.** Accessory buildings shall be constructed out of exterior materials consistent with the primary dwelling if the lot is 1/2 acre or less.
- (6) Any accessory building used for a home occupation shall comply with the regulations governing a home occupation business.