



5400 West Civic Center Drive ~ Suite 1
Highland, UT 84003
Phone 801-772-4516 Fax 756-6903
Community Development Department

Detached Accessory Structure Building Permit Checklist

All plans shall include the following:

- Two complete sets of working drawings.
- Two scaled site/plot plans 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 complete truss packet at time of 4-way inspection.
- 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.
- \$45.00 Plan Check fee due at submittal.

Regulations:

- Plans will only include what will be built (options shown are not approved).
- 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 building 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, 6/16/2020)

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
 1. Greater than 200 square feet, or
 2. That is attached to a permanent foundation as defined by the building code.
2. Size. All accessory buildings shall comply with the following size limitations:
 1. Accessory buildings shall not cover more than five percent (5%) of the total gross lot area, except as provided below in subsection b.
 2. Accessory buildings may cover up to seven percent (7%) of the gross lot area if the lot has at least two (2) acres.
 3. The total area of all accessory buildings on a lot shall not exceed 8,000 square feet.
 4. Any accessory building 3,000 square feet or larger shall be set back from the rear property line a minimum of sixty feet (60') and be set back from the side property lines a minimum of twenty feet (20').
3. Height. All accessory buildings shall comply with the following height limitations:
 1. No accessory building shall be erected to a height greater than twenty-five feet (25') from grade, except as provided below.
 2. Accessory buildings may be erected to a maximum height of thirty-five feet (35') from grade if the following requirements are met:
 1. The lot has at least two (2) acres;
 2. The average height of the accessory building is twenty-five feet (25') from grade; and
 3. For each one foot (1') the accessory building exceeds twenty-five feet (25') in height from grade, the rear and side setback requirements are increased by two feet (2'), provided that in no event shall the rear setback requirement be increased beyond sixty feet (60').
4. Setbacks. All accessory buildings shall comply with the following setbacks, unless a greater setback is otherwise required:
 1. 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.
 2. An accessory building shall be set back from the rear property line a minimum of ten feet (10').
 3. All accessory buildings shall be set back from the side property line a minimum of ten feet (10').
 1. All accessory buildings shall be set back at minimum an amount of twenty feet (20') from the side lot line which abuts a street or twenty feet (20') from the Parkway Detail.
 4. All accessory buildings shall be placed no closer than six feet (6') 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 acres or less.
6. Any accessory building used for a home occupation shall comply with the regulations governing a home occupation business.