



# Detached Accessory Buildings Permit Application Checklist

## Garages, Sheds, Pergolas, etc.

### **When permits are NOT required:**

**-Portable sheds** less than 200 square feet in size and that are *NOT* placed on a permanent foundation.

**-Dog runs, dog pens, playhouses, play structures\swing sets, etc.** do not require building permits. However, these structures must meet the same setback and height requirements as all accessory structures & buildings, and they shall not be placed within the front yard setback (which includes both street frontages on a corner lot).

**-Driveways, parking areas, patios, or similar hard surfaces,** may be located within 1 foot of the property line, if constructed at grade level. If the surface is elevated above the natural grade by retaining walls or similar, the retaining wall must be setback from the property line a distance equal to its height (For example: A three foot (3') retaining wall must be at least 3' from the property line). Existing drainage shall be maintained or improved and shall not force water flowage onto adjoining property.

### **Required Documents for Permit Application:**

- 1) **Site Plan** is required showing all dimensions of the proposed project
- 2) **Construction drawings** including a Wall Section plan showing the building materials that will be utilized for footings, foundation, stud size & spacing, rafter size or trusses, etc. You must indicate material size, depth, spacing, spans, etc.
- 3) **Elevation drawings** that confirm the project will be residential in character and comply with the requirements listed in the checklist below (specifically L through O). The elevations should also indicate the style of roof (gable, hip, flat, slope, overhang, etc.).

**Required details on drawings:** Review the following list and comply with all applicable requirements. Show all dimensions & details on site plan.

A) A minimum **5-foot** setback from the side lot line and the rear lot line (measured to foundation).

*Exceptions:* a) Utility and overland flowage easements may increase your required setback.

b) Existing structures with a side or rear yard setback of at least 3 feet, which meet all other requirements, may be repaired or reconstructed with the same setback.

B) On corner lots, no structure shall be in the front yard setback areas, which are located along each street frontage.

C) Increased setback based on wall height: When the exterior wall next to the property line exceeds 8'6" in height, including the foundation or retaining wall, the setback shall be equal to the wall height.

D) Increased setback requirements based on wall length. When the exterior wall, next to the property line, exceeds 24 feet in length, the setback shall be equal to the wall height.

E) Minimum 5 foot setback from the house or other structures. Exception: The new structure meets the house or main structure setback requirements (fire rated walls may be needed).

F) For garages, if the overhead garage door faces an alley, the minimum setback from the alley is 20 feet. Side load garages require a minimum 5' setback to the alley.

G) The combined square footage of all detached structures may cover up to **10%** of the total lot, not to exceed 1,000 square feet. Exception: Open porches or similar architectural features, which reduce the size and height impact, will not be counted towards the maximum square footage.

- H) Structures less than or equal to 1,024 square feet may be constructed with a slab on grade foundation, with the perimeter of the slab thickened to at least 12 inches deep and 12 inches wide, with all vegetation and sod removed below.
- I) Structures greater than 1,024 square feet require 42" deep frost footings (trench or spread footing). All vegetation and sod shall be removed beneath the floor slab.
- J) Wood siding, sheathing and wall framing along the exterior of a building requires a minimum of 6 inches clearance to finished grade or 2 inches to concrete slabs, unless preservative treated.
- K) Driveway and parking areas for vehicles, trailers, boats, campers, etc. shall be concrete, asphalt, or a similar paved surface, and shall not exceed 7% of the lot square footage. New gravel driveways and parking areas are prohibited.
- L) The maximum roof height is 20 feet measured to the peak. Some allowance may be made for sloping grade.
- M) The exterior wall height shall not exceed 12 feet in height. The height shall be measured from grade and shall include the foundation or retaining walls.
- N) Residential\single family detached garages and accessory buildings should be residential in character, with similar architectural features as the principal structure including roof slope, overhangs, accent colors, etc. Exterior surfaces which are metal clad shall be pre-finished colored steel or similar (galvanized metal is prohibited).
- O) All lighting and light fixtures located on or around residential property shall be downcast or shielded to eliminate glare and spillover lighting beyond the property line.
- P) This structure can be used for private residential type activities only and not for business operations unless specifically requested by owner and approved for such use by the Planning Division.
- Q) Proposed structures on commercial or multifamily properties may require additional zoning review by the Planning Division.
- R) Required Inspections:
  - 1-Footings:** after area is dug and reinforcement is in place (if required) but prior to the placement of any concrete.
  - 2-Framing/Electrical:** rough-in framing & electrical, if it will be covered before final inspection.
  - 3-Final:** after all framing, finish, concrete and electrical work is completed.