



Building Permit Information Residential Accessory Structures

What is an Accessory Building or Use?

Accessory building or use is one which: (a) is subordinate to and serves a principal building or principal use; and (b) is subordinate in area, extent, of purpose to the principal building or principal use served; and (c) contributes to the comfort, convenience and necessity of occupants of the principal building or principal use served; and (d) is located on the same building lot as the principal use served.

What are the requirements for an Accessory Structure?

Requirements for set-backs from property lines vary based on the zoning of your particular property and can be obtained by contacting City Hall.

When is a permit needed? A permit and plan review is required for all Accessory Structures greater than 120 square feet. A permit fee based on the valuation of construction cost of the Accessory Structure is due upon permit issuance.

Submittal documents: Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot and draw the above requirements.)

1. Location of main building on lot and all other structures on property.
2. Location of proposed accessory structure on lot.
3. Distance from accessory structure to main building and other structures on property.
4. Distance from accessory structure to side and rear lot lines.
5. All streets and alleys.
6. Foundation plans and/or means of support. (All portable buildings must be tied down regardless of size.)
7. Electrical and plumbing plans, if applicable.
8. Roof details (if not a prefabricated storage building).