

ACCESSORY STRUCTURES

REQUIRED INFORMATION FOR A BUILDING PERMIT APPLICATION

This is a description of the minimal information required for application of a permit. The Building Inspector may request additional information as required. Accessory structures require Plan Commission approval if over 120 square feet.

A building permit application must be completely filled out with all applicable required information. Failure to provide all information including two (2) plans and two (2) surveys and in some instances a photo, will delay the permit issuing process.

Processing of permits is usually five (5) working days, but at peak construction times processing may take longer.

1. CONSTRUCTION PLANS: Two (2) detailed construction plans on a minimum of an 8 ½ x 11 inch sheet of paper showing the building exterior dimensions, footings and foundation details and a building cross section shall be submitted. If the plans are not drawn to scale, exact dimensions shall be given. The scale used shall be shown on the plan.
2. SURVEY/PLOT PLAN: Two (2) surveys or plot plans showing the location on the site of the proposed building as well as all existing structures, easements and lot dimensions. Surveys or plot plans shall be drawn on a minimum 8 ½ x 11 inch sheet of paper and be drawn to scale or have exact dimensions given for distances. The scale used must be shown on the plan.
3. A PHOTO is required for all pre-built or kit-type structures.
4. ACCESSORY STRUCTURES must be a minimum of three (3) feet off the side and rear lot lines. Accessory structures must be located in the rear yard only. Accessory structures can't occupy more than 20% of the rear yard in districts zoned residential.
5. A TEN FOOT SEPARATION is required between the residential structure and the accessory structure. In instances where an accessory structure is located closer than ten (10) feet, but in any instance not closer than five (5) feet, a one half (1/2) hour fire wall shall separate the accessory structure and principal structures (houses) on the same lot and adjoining lots where the minimum distance is less than ten (10) feet.
6. MEASUREMENTS for set backs shall be measured from the further most projection of the structure, eaves, window boxes, stairs, etc.