

## ACCESSORY BUILDING APPLICATION CHECKLIST

- Accessory building is a subordinate building located on the same lot as a principle building, in which the activity is clearly integral with or incidental to the permitted use of the principal building. (Sec. 3.02.006)
- No accessory structure may be constructed before a main building is constructed or exist on a lot without a primary structure and shall conform to accessory structure setbacks. (Sec. 14.02.061)
- A building permit is not necessary for accessory buildings having 120 square feet or less of floor space. (Sec. 03.02.233)

**Accessory Buildings:**

Storage Shed	Workshop	Garage
Cabana / Pool House	Carport (detached)	Barn
Gazebo	Greenhouse	Storm Shelter

**Application information, building plans and required supporting documents listed below must be submitted online in [MyGovernmentOnline.org](http://MyGovernmentOnline.org)**

Required permit information checklist – the following checklist is provided to expedite the processing of your building application. Submit your application online and upload plans and supporting documents. Please check all spaces that apply and N/A for those that are not applicable.

Incomplete applications will not be accepted. Permits are not valid, and work cannot start until fees are paid and permits are issued. **Double fees will be charged for work started without a permit.**

A \$100.00 re-inspection fee will be assessed for each failed inspection and shall be paid in order to receive follow-up inspections.

### PROJECT INFORMATION

Physical Address		Type of Project	
Legal Description	Subdivision	Section or Block	Lot Number

### CONTACT INFO

Property Owner's Name	Phone Number	Cell Number	Email
Mailing Address		City	State      Zip
Contractor Name	Office Number	Cell Number	Email
Mailing Address		City	State      Zip
Subcontractor Name	Master ID#	Contact Number	Email
Mailing Address		City	State      Zip

### DETAILS OF PROJECT

Construction cost of the home / project: \$ \_\_\_\_\_

Flood zone the property is located within: \_\_\_\_\_

Brief description of work: \_\_\_\_\_

Type of Construction: Storage       Garage       Carport       Other  \_\_\_\_\_

### AUTHORIZATION

Signature of Applicant	Printed Name	Date
------------------------	--------------	------