

Accessory Building Permit

When is a Permit Required?

Detached accessory buildings include but are not limited to the following:

- Tool and/or storage shed
- Workshop
- Detached garage
- Play house

How Do I Obtain an Accessory Building Permit?

You must complete and submit an application with two sets of drawings to the Public Works Department with the following information:

- Distance from side property line
- Distance from rear property line
- Distance from dwelling
- Size of the structure
- Completed Building Permit Application
- Indicate the height (from grade) of the structure
- Indicate whether the structure will be on skids or on a slab
- Size (in square feet) of rear yard of house to rear property line and from side to side property line.

Are There Any Special Requirements That Must Be Met?

Any accessory building two hundred (200) square feet and longer shall meet the masonry requirements of the zoning district it is in. Accessory buildings may be no more than 12 feet in height.

How Long Does it Take to Obtain a Permit?

A permit is usually issued within two (2) working days of receipt of the application.

Where Do I Go to Obtain a Permit?

Accessory building permits may be obtained at the Public Works Department in the Water Tower located at 7800 Virgil Anthony Sr. Boulevard.