

ACCESSORY GUIDELINES

Accessory Buildings

- Storage Shed
- Workshop
- Garage
- Barn
- Cabana/Pool House
- Airplane Hanger
- Arbor/Pergola
- Gazebo
- Storm Shelter
- Carport
(detached)
- Greenhouse
- Casita

Accessory Structures

- Swimming Pools/Spas
- Decks
- Outdoor Kitchen
- Fire Place/Fire Pit

Permit Required:

- Residential accessory bldgs. or structures that exceed 80 sq ft.
- Swimming pools, decks (except those decks exempt from a permit per section R105 of the latest version of the IRC as adopted by the City), and other similar structures as determined by the administrator.
- ALL Commercial accessory bldgs. or structures

Permit NOT Required:

- One-story detached accessory bldgs. used as tool and storage sheds, playhouses, and/or similar uses, provided they are equal to or < 80 sq ft.
- Ponds, fountains, and landscape features
- Prefabricated swimming pools < 24 inches deep, do not exceed 5,000 gallons, and are installed entirely above ground
- Swings and other playground equipment accessory to single-family dwellings.

To apply for an accessory building or structure, please go to www.mygovernmentonline.org.

Upload the following as PDF's: Drawings DO NOT need to be to scale but measurements must be accurate.

- ✓ [Accessory Structure Checklist](#)
- ✓ A Site Plan
- ✓ Foundation Plan or Anchoring Details (all structures must be anchored)
- ✓ Floor, Wall, and Roof Construction Details including Elevations
- ✓ Electrical details, if applicable
- ✓ Plumbing details, if applicable
- ✓ [Permission to Enter Form](#) (must be posted, visible to inspector, if someone will not be present for the inspection)

Required Inspections:

- Layout (property marked where structure is to be placed)
- Foundation/Footing (prior to pour)
- Electric & Plumbing Inspections, if applicable
- Framing (site built construction only)
- Final

Related Links:

[Accessory Structure Ordinance \(Chapter 11, Article 11.04\)](#)
[My Government Online Instructions](#)
[2015 International Building Code](#)