



## ACCESSORY BUILDINGS

**The following documentation MUST be provided for all accessory building permits:**  
The Planning Department or the Plans Examiner may require additional information to complete their review.

### BUILDING PERMIT APPLICATION

Fill out application completely and sign. Be sure to include:

- Owner, address, telephone number
- Building address
- Lot, Subdivision and Tax Serial #
- General contractor name, address, telephone number, license number
- Valuation of project

### SITE PLAN- Two (2) sets

- Lot dimensions & lot size
- Location of all existing buildings
- North Arrow
- Setbacks- Show distances from structure to property lines.
- Location of all retaining walls, *new and existing*.

**Note:** All detached sheds and garages are to be six feet from main structure and in the rear yard.

### BUILDING PLANS - Two (2) sets (on either 8 ½ x 11, or 11 x 17 size paper)

- Complete floor plan
- Location and size of doors and windows
- Height of walls from ground to bottom of eave
- Electrical plans - if applicable
- Elevation plans
- Roof framing lay out plan and pitch.

Examples of site plans

