

Accessory Building Permit Requirements

Permit Specifics- Ordinance 14.04.001

1. Size
 - a. Must be permitted if over 200 square feet.
 - b. Cannot be attached to principal building. Will then fall under principal building requirements.
 - c. Maximum building floor area of 600 square feet or 50% of the floor area of the principal building. (Whichever is greater)
2. Setbacks
 - a. Not allowed in minimum front yard setback.
 - b. If adjoined to the alley right-of-way, no setback shall be required.
 - c. A minimum setback of 5 feet from either/or the side or rear lot line shall be maintained.

Documents Needed-

1. Permit application through online portal- [Online Link](#)
2. Submit plans that outline the following: (See attached for example)
 - a. Site plan that includes property lines and principal building
 - b. Dimensions of structure
 - c. Setbacks labeled from property line and principal building
 - d. Must be drawn to scale
3. Fee can be paid online through portal or at City Hall, 302 Main Street

Separate Permits-

1. Electrical
2. Plumbing
3. Mechanical

*See Master Fee Schedule for pricing. Permits required depend on the extent of the project.

NOTE: Accessory buildings may not be used as a secondary, livable space in addition to the principal building.

EXAMPLE– Accessory Building Site Plan

Red represents the setback distances and distance from principal building. “?” should have distance in feet.

Blue represents the dimensions of the proposed accessory building.. “?” should have distance in feet.

