



Application for Accessory Building Permit

Residential Commercial Value: _____

Job Site Address: _____

Class of Work: Addition New

Owner	Address	Phone #
Construction Contractor	Address	Phone #
Concrete Contractor	Address	Phone #
Electrical Contractor	Address	Phone #

I have carefully read the completed application and know the same is true and correct and hereby agree that if a permit is issued, all provisions of the City ordinances and State laws will be complied with, whether herein specified or not. I am the owner of the above property or his/her duly authorized agent and as such hereby agree to comply with all property restrictions. Permission is hereby granted to enter premises and make all necessary inspections. I understand that if the information in this application is not correct or complete, any permit may be invalid and I may be required to modify or remove the accessory building at my own expense. A permit shall not be valid until the fees prescribed by law have been paid for, nor shall an amendment to a permit be released until the additional fee or fees have been paid.

Applicant's Signature _____ Date _____

Applicant's Name (Print) _____ Phone # _____

FOR DEPARTMENT USE ONLY

Approval _____ Date _____

Total Fee Due _____ Permit # _____

ACCESSORY BUILDING QUESTIONNAIRE

PRE-EXISTING ACCESSORY BUILDINGS

(Not to include the building covered by this permit application.)

Do you currently have accessory buildings at this location? _____

(See last page for list of structures that qualify as accessory buildings.)

If yes, what other buildings are present? _____

PROPOSED NEW ACCESSORY BUILDING

Size of proposed structure: _____ feet x _____ feet = _____ sq. ft. height _____

(Refer to Figures 1 & 2 on the following page.)

CANNOT EXCEED 13' IN HEIGHT

Check one that applies: Anchored to a concrete slab 3" thick reinforced with #3 rebar
 Anchored to all corners via 12" x 12" x 18 concrete piers

Will the building be provided with electrical or plumbing system? _____

If yes, provide description: _____

What exterior wall covering will this building have? _____

What roofing material will this building have? _____

Will the building have a door large enough for a vehicle to enter? _____

Will this building be used for residential purposes? _____

What is the intended use of the building? _____

Location of proposed portable/accessory structure:

Distance from house: _____ feet

Distance from side property lines: _____ feet and _____ feet

Distance from rear property lines: _____ feet

Distance from any other structure on the property: _____ feet

Distance from front property line: _____ feet

Figure 1. Accessory Building On Uneven Ground

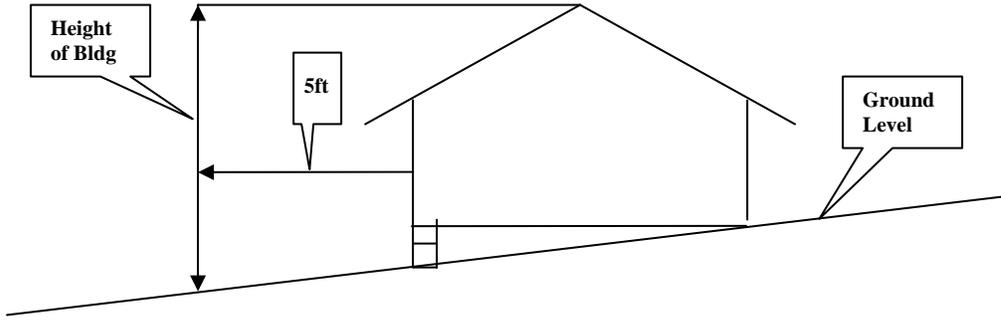
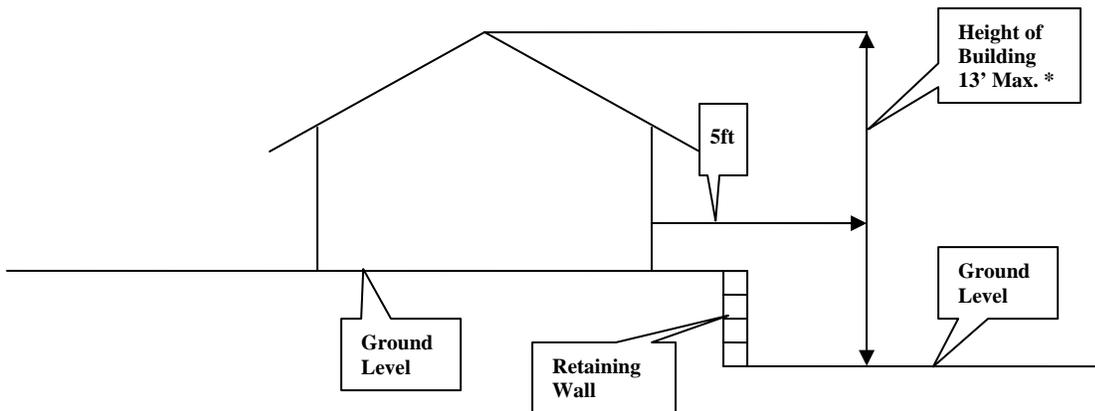


Figure 2. Accessory Building Near Retaining Wall



*See Building Official for additional information.

FREQUENTLY ASKED QUESTIONS

Where can I find information about accessory building regulations? *Information regarding the Residential Accessory Building Ordinance can be found on the City of Duncanville website (Article XIV-I, Comprehensive Zoning Ordinance). You are also welcome to call or visit the Building Inspection Department to discuss the regulations.*

What constitutes a residential accessory building? *All structures detached from the main residential building including, but not limited to, living quarters, garages, carports, patio covers, storage buildings, workshops, and greenhouses are considered to be residential accessory structures.*

Is a permit required for a storage building? *Yes, a permit is required for all storage buildings.*

Where can I place a storage building on my property? *The most effective way to determine where a storage building can be placed on your property is to provide the Building Inspection Department with a copy of your property survey or an accurately scaled drawing showing the proposed location of your storage building. The placement of a storage building on a residential property is determined by multiple factors. Size of the structure in relation to the size and dimensions of the lot are the primary considerations. Front, side and rear setbacks are also factors that must be taken into consideration. Storage buildings are not allowed to be placed in easements.*

What size storage building can I have on my property? *There are multiple factors to consider; therefore, a consultation with a building inspector is recommended. The desired use and location on the lot are factors that are used in determining the maximum allowable size of your proposed building. The most common storage buildings are under 13 feet in height and less than 400 square feet in area and generally have less restrictive regulations pertaining to exterior finishes and placement on the property. Storage buildings may exceed 13 feet in height and 400 square feet in area but are subject to more specific exterior finish and placement requirements. The maximum allowable size for any accessory building to be located on lots less than one acre in size cannot exceed 75 percent of the square footage of the first floor living area of the main structure (or 2400 square feet), whichever is less. The maximum allowable size for any accessory building to be located on lots one acre or greater in size shall not exceed 100 percent of the square footage of the first floor living area of the main structure (or 2700 square feet), whichever is less.*

Can I build a mother-in-law house on my property? *Accessory buildings may be constructed for living quarter purposes on lots of one acre in size or greater. Additionally, it would be advisable for you to contact the Building Inspection Department to discuss regulations regarding the conditions under which occupancy of such living quarters may occur.*

How many accessory buildings can I have on my property? *On lots less than one acre, there may be a maximum of two accessory buildings. On lots one acre or greater, there may be a maximum of three.*

Can I construct a detached carport on my property? *Carports are not allowed in front of the main structure/ front yard. Carports may be allowed in the side or rear yards, provided the front, side and rear setback requirements are maintained. The proposed size, location and type of construction of the carport, in conjunction with the size and shape of the lot and location of the main structure, may all be factors used in determining if or where a carport could be constructed on your property.*

What type of materials can be used on my accessory structure? *The exterior veneer and roofing material requirements for accessory structures is to some degree dependent upon the overall size of the building. The exterior finish requirements for buildings that are 400 square feet in area or less or 13 feet or less in height are subject to approval of the Building Official. Buildings which exceed 13 feet in height or 400 square feet in area, or buildings to be used as living quarters or garages, shall use exterior veneer and roofing material consistent with that of the main structure. The use of containerized storage, cargo storage, and/or trailer storage is prohibited on residential properties.*