

CHECKLIST/INSTRUCTIONS FOR ACCESSORY STRUCTURE PERMIT

1. Submit a completed application (in most cases the Building Permit Application with No Subcontractors or Accessory Permit Application with Electrician).
2. Plot plan or survey to scale showing the proposed work meeting all applicable building setbacks and showing all existing structures.
3. If land disturbing activity (grading, clearing, etc.) is necessary, then the plot plan or survey must show the required 35% natural area with calculations.
4. Two sets of plans to scale. These plans should be of sufficient detail that the review officer could construct the proposed project without asking the applicant any questions.
5. Flood Development Permit Application (if applicable).
6. Copy of Minor CAMA Permit (if applicable).
7. Applicable permit fees (see Fee Schedule) will be required at the time the permit is issued and picked up by the contractor/owner.