

**This outline of requirements is not all-inclusive, but serves as a guideline.**

**Incomplete application submissions will delay the review process.**

**A building permit is only required for patios and/or decks greater than thirty (30) inches in height from ground level and/or 120 square feet or greater in area.**

**Submission**

- Three (3) copies of site plans and complete set of construction drawings are required for plan review. Drawings shall be submitted with a completed permit application form.
- Site plan shall include structure location with dimensions from all property lines and the main structure.
- Applicant shall provide a drawing showing all dimensions of the proposed structure.
- Location and distance from roof edge to property line shall be identified within the plans.
- \$50.00 non-refundable plan review fee, to be paid at time of application (will be deducted from the total permit fee).
- All contractors shall be registered with the City.
- Drawings shall be drawn to scale, dimensioned and of sufficient clarity.
- Lot size shall be included as well as the square footages of all existing and new buildings and structures.
- Engineer Seal required on Foundation plans (if applicable).

Patio and/or Deck	
Definitions	<p><b>Patio</b> is defined as a level, landscaped, and/or surfaced area, also referred to as a terrace, directly adjacent to a principal building at or within three (3) feet of the finished grade and not covered by a permanent roof.</p> <p><b>Deck</b> is defined as an exterior floor system supported on at least two (2) opposing sides by an adjoining structure and/or posts, piers, or other independent supports.</p>
Location	Shall not occupy space in the required front yard setback. Shall be blocked from public view by an appropriate form of solid screening if located in the side yard setback. May be located closer than three (3) feet to the primary structure if the accessory structure is properly permitted, is not used for storage, and does not have walls. Shall be located at least three (3) feet from any property line. Shall not be located within any platted or recorded easement or over any known utility, unless the easement grantee(s) and the property owner enter into, and are granted, a license agreement to allow the easement encroachment.
Solid Screening	Living wall consisting of evergreen plant material spaced a minimum of three (3) feet on center and eight (8) feet in height at time of mature growth; Wood fence a minimum of eight (8) feet in height; or Masonry wall a minimum of eight (8) feet in height.
Maximum Size	The maximum footprint of any detached building, structure or use shall not exceed one-half of the principal dwelling's footprint.
Maximum Lot Coverage	The total combined lot coverage of all primary and accessory uses, buildings and structures shall not exceed forty (40) percent of the lot area.
Maximum Height	Sixteen (16) feet or the height of the principal structure, whichever is less.
Permit	A building permit is required for patios and/or decks greater than thirty (30) inches in height from ground level and/or 120 square feet in area.
Fee	Yes, please refer to the Development Services Fee Schedule.
Maximum number	There is no maximum number of accessory use buildings on structures permitted per lot, however, the maximum lot coverage cannot be exceeded.
Utilities	Water lines, sewer lines and electric utilities may be extended to a patio and/or deck but must use the same meter as the primary structure.