

**This outline of requirements is not all-inclusive, but serves as a guideline.
Incomplete application submissions will delay the review process.**

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.
- 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 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).

| Attached Patio Cover | |
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| Definition | Attached Patio Cover is defined as a roofed structure supported by columns, attached to the principal structure, located over a patio and is open on at least three (3) sides. |
| Location | Shall not occupy space in the required front yard setback. Must be blocked from public view by an appropriate form of solid screening if located in the side yard. Shall be attached to the primary structure. 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. |
| Enclosure | May be enclosed with insect screening or translucent or transparent plastic not more than 0.125 inch (3.2 millimeters) in thickness or any combination thereof. Shall only be used for recreational, outdoor living purposes and not for carports, garages, storage room or habitable rooms. Any solid wall constructed as part of enclosure must not exceed two (2) feet in height from adjacent grade. Where openings for emergency egress from the dwelling to the enclosure exist, the enclosure must also have exterior openings meeting the requirements of the adopted building code. |
| 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 percent (40%) of the lot area. |
| Maximum Height | Sixteen (16) feet or the height of the principal structure, whichever is less. |
| Design | Shall be constructed of wood, metal, vinyl or masonry material designed for use on the exterior of a structure. |
| Roof | Flat roofs are prohibited unless the roof of the principal dwelling is flat. |
| Permit | Required |
| 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. |
| Dwelling Units | Prohibited |
| 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. |