



Accessory Building Application Packet

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Section 101: Basis & Applicable Code Requirements.

- A. Single Family Dwelling and Duplex Dwelling: This application is meant for any applicant who intends to place a prefabrication, construct, enlarge, alter, and/or repair an accessory building which is 200 square feet or less in size on a parcel of land where a single family or duplex dwelling unit exists on a lot. Anything 201 square feet or larger will require the completion of the Residential Building Permit Application and not this application process.
- B. Commercial (including multi-family dwellings and industrial): This application is meant for any applicant who intends to place a prefabrication, construct, enlarge, alter, and/or repair an accessory building which is 120 square feet or less in size on a parcel of land where a commercial unit exists on a lot. Anything 121 square feet or larger will require the completion of a Commercial Building Permit Application and not this application process.

Section 102: Private Development Restrictions.

Additional regulations as recorded within any deed restrictions or codes, covenants, and restrictions (CCR's) through a homeowner's association, architectural control commission, or their equivalents may be applicable and may require their approval. It is the applicant's responsibility to adhere to these standards.

Section 103: Historic Review Board Approval Required Before City Approval of this Application.

For any property located within a City designated historic district any new building, building addition, or exterior renovation requires approval of the Historic Review Board. This documentation must be provided at the time of application submittal.

Section 104: Trades Permit Application as a Supplement.

Any electrical, fuel-gas, plumbing, or mechanical work to be performed requires a separate trades permit application to be completed and approved before this work can be completed by the applicant. Approval of this application by this Department is required before any Trades Permit Applications may be submitted to the City. The Trades Permit Application can be found at <http://elgintx.com/908/Building-Division> or under the Development Services Department portion of the City website.

Section 105: Submission Requirements.

The following items is a list that must be submitted for review and drawn to an appropriate scale.

- A. Submittal of appropriate filing fees for the application. \$75.00 for buildings less than 120 sq. ft or \$0.30 per sq. ft. or \$75.00 minimum, whichever is greater, for buildings 120 sq. ft or larger + 115% professional recovery fee (as applicable).
- B. Submittal of fully completed application.
- C. If within a historic district, the approval documentation from the City Historic Review Board.
- D. Site plan of the lot and details which at minimum includes the gross floor area of all buildings (everything under roof for each floor which includes any garages, covered patios, covered porches, and covered balconies), all building footprints, easements, setbacks, driveway locations including their length and width, sidewalk and fence location.

- E. Wall construction plan or cross section details/framing details with applicable Code requirements on plans including exterior finishing materials, window sizes & type are shown, and door sizes and swings are shown. If prefabricated the seller may be able to provide this information.
- F. Roof plan and framing detail or truss specifications such as lumber size, species, & grade with pitch shown along with overhang dimensions and meeting all other applicable Code requirements on plans. If prefabricated the seller may be able to provide this information.
- G. Elevations which show front, side, and rear and include at a minimum the construction material and the building heights which is measured at grade on plans. Doors and other openings to be shown on these plans. If prefabricated the seller may be able to provide this information.
- H. Any other information as required by the City.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 106: Submittal Review.

The application and associated materials will be routed for zoning review. **This process will take a maximum period of fourteen (14) calendar days from the date of application submittal to the City.**

A list will be generated if there are comments and they will be sent to the applicant. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments and resubmit to the City.

These shall be submitted electronically at planninganddevelopment@ci.elgin.tx.us. Failure to do so within this period results in expiration and a new application must be filed with the City.

The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days from the date of re-submittal to the City.**

Section 107: Approval to Construct or Place Prefabricated Building.

Once the City closes all comments and any applicable fees have been paid, the applicant may construct or place the prefabricated building on the site. **Construction or placement cannot occur until the City signs off all remaining comments.**

Section 108: No Inspections Required by the City.

Since the building is smaller in size no inspections are required for placement or construction. It is the responsibility of the applicant or owner to follow the approved plan set. Failure to construct or place in accordance with the approved plan set may result in the City mandating removal or moving of the building.

Section 109: Recommended Form Survey.

It is recommended if placing a building which is not easily moveable, a form survey be completed by a State licensed surveyor before the pouring of the foundation or the placement/construction of the building. This can be the documentation needed to verify the building has been built or placed in accordance with approved plans if a complaint is filed with the City or your homeowner's association.

ACCESSORY BUILDING PERMIT APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Cost of Construction: _____

DESCRIPTION OF PROJECT

Building Size in Square Feet: _____; Cost of Construction: _____

Intended Use (i.e. storage, office): _____

APPLICANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

_____	_____	_____
Signature	Printed Name	Date

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

I have reviewed and approved this request.

_____	_____	_____
Signature	Printed Name	Date

