



# ACCESSORY BUILDING PERMITS

## FREQUENTLY ASKED QUESTIONS

### WHAT KIND OF ACCESSORY STRUCTURES REQUIRE A PERMIT?

*Sheds, covered patios (attached or detached), carports, pergolas, fire pits, outdoor kitchens, and outdoor fireplaces require Accessory Building permits*

### WHERE CAN I PUT AN ACCESSORY BUILDING?

*The City sets minimum distances between structures and property lines. This distance depends on the size of the structure (</> 150 sq ft) and the zoning district. Accessory structures can never be placed in the front yard, in any easement, in a floodplain area, or within 15 feet of a side property line abutting a street. Regulations also vary depending on whether a structure is in the side or rear yard.*

## PERMITS & FEES

An Accessory Building permit is required for covered patios (attached or detached), pergolas, gazebos, sheds, carports, detached garages, cabanas, outdoor kitchens, permanent fire pits, outdoor fireplaces, and the like. The Permit Type is BUILDING (RESIDENTIAL) or BUILDING (COMMERCIAL) and the Work Class is ACCESSORY BUILDING.

The fee is based on the square footage.

## SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical submittal requirements for Accessory Building permits include, but are not limited to, the following. Submittal requirements may vary depending on the scope of work. Additional documents may be requested by City staff. Documents must be in PDF format. Plans must be of sufficient quality and clarity for review and construction. All drawings must be legible, dimensioned, and drawn to scale.

- Description of the work, including square footage and the use and nature of the building
- Property survey with the proposed structure drawn on it. Include the dimensions of the structure and distances to property lines, pools, and other structures.



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- Dimensioned floor plans
- Dimensioned elevation drawings including materials and roof slope
- If an accessory structure, such as a patio, is attached to the main building and has a solid roof (comp shingles, rolled asphalt, tile, slate, membrane, solar, or similar roofing on solid decking), then the foundation, footing, and/or pier plans and details, must be designed and stamped by a Texas registered professional engineer
- Structural framing plans; include size, species, span and spacing of wood framing, and details
- Electrical plans

Please note that if there is a floodplain or floodway anywhere on the lot, the survey that you submit must show the most current FEMA floodplain boundaries. In addition to the building permit, you must also apply for a Floodplain Development Permit (free of charge). Your permit application must be reviewed by the Engineering Department, so please allow extra time for plan review. <http://www.coppelltx.gov/Documents/Government/Engineering/Engineering%20Permits/Floodplain%20Permit%20Form.pdf>

## TYPICAL REQUIRED INSPECTIONS

Typical inspections for Residential Building permits include, but are not limited to, the following. Required inspections may vary, depending on the scope of work. City-approved plans must be on site for all inspections. Inspections that are requested before 4 pm will be conducted the next business day. Any pre-requisite documents must be uploaded to CSS the prior business day.

- Foundation and/or Piers
- Flatwork
- Framing
- Electrical rough
- Gas
- Final Electrical
- Final Building

## GENERAL REQUIREMENTS

- Trash containment and erosion control must be maintained throughout the construction process.



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- A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which the inspection is called is not complete, when corrections called for are not made, or access is not given. No inspections can be scheduled until the fee is paid.
- Construction noise: Allowed working hours are between 7 a.m. and 7 p.m., Monday through Friday, and between the hours of 9 a.m. and 7 p.m. on weekends and legal holidays.

## ACCESSORY BUILDING ORDINANCE

### ARTICLE 35. - ACCESSORY STRUCTURES REGULATIONS

#### Sec. 12-35-1. - Non-residential and multi-family residential uses.

With the exception of swimming pools and spas, each building and structure used for or accessory to non-residential or multi-family residential purposes shall be considered a principal building as defined in section 12-42-24. The regulations detailed in [section 12-35-3](#) of this article shall govern the location of swimming pools and spas accessory to non-residential and multi-family residential uses.

*Exception* : Accessory structures permitted under this section may contain columns, walls and supports of non-masonry materials provided that such elements are not visible from ground level from the abutting public street.

#### Sec. 12-35-2. - Single-family and two-family residential uses.

Buildings and structures accessory to single-family and two-family residential uses shall have no sleeping areas, bathroom plumbing (except for hand sinks) or kitchen facilities, shall not be used for commercial purposes, shall not be rented and shall not be occupied. Accessory buildings and/or structures shall not be located in a required front yard. With the exception of swimming pools and spas, the regulations detailed in paragraphs A., B. and C. below shall govern buildings and structures accessory to single-family and two-family residential uses, including both those attached to and those detached from the main building. Where multiple accessory structures exist on the same site, the combined sum of all accessory structures shall be used to determine the regulations applicable to size. The regulations detailed in [12-35-3](#) of this article shall govern the location of swimming pools and spas accessory to single-family and two-family residential uses.

A. Accessory buildings that are less than 150 square feet in area shall observe the following regulations:

1. Maximum height - Ten feet.
2. Minimum setbacks:



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(a) Rear:

- i. Three feet when the rear property line is adjacent to an alley and the roof overhang into the setback is no greater than 18 inches. Exception: When the accessory building is a garage or carport, the rear setback shall be no less than 20 feet.
- ii. The same as the required front yard setback when the rear property line is adjacent to a street.
- iii. Ten feet when the rear property line is not adjacent to an alley or street.

(b) Side:

- i. Three feet when the accessory building is located at least five feet behind the main building and the roof overhang into the setback is no greater than 18 inches. When the accessory building is not located at least five feet behind the main building, the minimum side yard setback for the accessory building will be the same as the minimum side setback required for the main building. Exception: When the accessory building is a garage or carport with side alley access, the side setback on that side shall be no less than 20 feet.
- ii. 15 feet from a side property line that is adjacent to a side street.
- iii. Ten feet from the main structure on an adjacent property.

3. Materials: Exterior grade wood siding is permitted on accessory buildings that are less than 150 square feet in area, provided that the wood is painted with a color that closely resembles the color of the main structure. One metal accessory building, or one accessory building with a metal roof, is permitted on any one building lot, provided it is less than 150 square feet in area.

B. Accessory buildings that are 150 square feet in area, or more, shall observe the following regulations:

1. Maximum height - 12 feet.
2. Minimum setbacks:

(a) Rear:

- i. Ten feet. Exception: When the accessory building is a garage or carport with rear alley access, the rear setback shall be no less than 20 feet.
- ii. The same as the required front yard setback when the rear property line is adjacent to a street.

(b) Side:



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- i. The same as the minimum setback required for the main structure. Exception: When the accessory building is a garage or carport with side alley access, the side setback on that side shall be no less than 20 feet.
- ii. Fifteen feet from a side property line that is adjacent to a side street.
- iii. Ten feet from the main structure on an adjacent property.

3. Materials: When the columns, walls or supports are visible from the ground level of the abutting public street, then 80 percent of the exterior walls must be masonry that closely resembles the masonry used in the main building. For accessory structures 300 square feet in area or less, posts spaced at least six feet apart and banisters and railings less than three feet in height shall not be considered exterior walls and shall not be subject to masonry requirements.

Exception: Accessory structures permitted under this section may contain columns, walls and supports of non-masonry materials provided that such elements are not visible from ground level from the abutting public street.