



ACCESSORY BUILDING PERMITS

Permit Type: BUILDING (RESIDENTIAL) or BUILDING (COMMERCIAL)

Work Class: ACCESSORY BUILDING

Fee: Based on the square footage.

All permit applications and inspection requests are done online through the [CSS portal](#).

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.

SUBMITTAL REQUIREMENTS

Submittal requirements may vary depending on the scope of work. Additional documents may be requested by city staff and all 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. Typical submittal requirements include, but are not limited to, the following:

- 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.
- 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.



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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 the CSS portal the prior business day.

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

GENERAL REQUIREMENTS

- All contractors must be [registered with the City of Coppell](#), licensed as required by the State, and provide a copy of their insurance certificate.
- Trash containment and erosion control must be maintained throughout the construction process.
- 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, except that the City Manager or designee may issue a written permit to exceed these hours in the case of urgent necessity in the interest of public safety or for other reasons determined by the City Manager or designee to be necessary for the public health, safety or welfare. For purposes of this section, “legal holidays” include New Year’s Day (January 1), Memorial Day (observed date), Fourth of July (July 4), Labor Day (observed date), Thanksgiving Day (observed date), and Christmas Day (December 25).



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ACCESSORY BUILDING ORDINANCE

CHAPTER 12 – ZONING - 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. – One and two-family residential uses.

A. General

(1) Buildings and structures accessory to one- and two-family dwellings shall have no sleeping areas, shall not be constructed to be occupiable as a residence or dwelling unit, shall not be used for commercial purposes, shall not be rented, and shall not be otherwise occupied as a residence or sleeping area.

(2) Enclosed structures accessory to swimming pools (such as pool cabanas) may have one $\frac{3}{4}$ bathroom (toilet, sink, and shower), and enclosed structures utilized as a workshop may have one $\frac{1}{2}$ bathroom (toilet and sink), All other enclosed accessory structures are limited to one utility sink or a $\frac{3}{4}$ bath. They cannot have both, and they cannot contain a cooking area.

(3) Accessory buildings and/or structures shall not be located in the 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 one- and two-family dwellings.

(4) 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 one- and two-family dwellings.

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

(1) Maximum height - Twelve feet as measured from the lowest portion of adjacent grade plane to the highest portion of the structure.



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(2) Minimum setbacks from property line:

(a) Rear:

- i. Three feet from the rear property line when adjacent to an alley measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.
- ii. Five feet from the rear property line when adjacent to another property, measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.
- iii. Ten feet from the rear property line when adjacent to a street, measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.

(b) Side:

- i. Three feet, measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.
- ii. Ten feet from a side property line that is adjacent to a side street measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.
- iii. Ten feet from the primary structure on an adjacent property measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.

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

(1) Maximum height - 16 feet as measured from the lowest portion of adjacent grade plane to the highest portion of the structure.

(2) Minimum setbacks from property line:

(a) Rear:

- i. Ten feet.

(b) Side:

- i. The same as the minimum setback required for the main structure from a side property measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.
- ii. Ten feet from the main structure on an adjacent property measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof.
- iii. Fifteen feet from a side property line that is adjacent to a side street measured from property line to vertical posts or exterior wall and no more than an 18" overhang from posts or exterior wall to edge of roof."



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Sec. 12-35-3. — In-ground and above-ground swimming pools and spas

- A. Maximum height above grade plane: Four feet.
- B. Minimum setbacks:
 - 1. Rear:
 - (a) Five feet from the rear property line to the outside of the pool shell.
 - (b) The same as the required front yard setback when the rear property line is adjacent to a street.
 - 2. Side:
 - (a) Five feet from the side property line to the outside of the pool shell.
- C. Distance from the main structure: no less than five feet from the main structure to the outside of the pool shell.
- D. Distance from 100-year flood:

When land has been reclaimed from the 100-year-flood by means of fill dirt retained by a retaining wall or by the headwall or bulkhead of a lake or pond, no swimming pool or spa shall be constructed within ten feet of such retaining wall, headwall, or bulkhead, as measured from the outside of the pool liner.
- E. Distance between one and two-family residential uses and non-residential/multi-family residential swimming pools/spas:

When property occupied by non-residential and/or multi-family residential uses abuts a single family and/or two-family zoning district, swimming pools and spas accessory to non-residential and multi-family residential uses shall be located no closer than 50 feet to the single-family or two-family zoning district, as measured from the outside of the pool shell.”