

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

Submission

- Three (3) print copies and one digital in PDF format if applying in person; or one PDF format set if applying digitally; of site plans and complete set of construction drawings in no smaller than 11”X17” size, 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 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.
- For pre-fabricated structures, the manufacturer’s engineered specifications are required to be submitted.
- Engineer Seal required on Foundation plans (if applicable).

Storage Building and/or Greenhouse	
Definitions	<p>Storage Building is defined as an enclosed, roofed structure used for the placement and containment of goods or materials.</p> <p>Greenhouse is defined as a glass-enclosed space with a controlled environment for growing plants, vegetables, and fruits out of season.</p>
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 located at least three (3) feet from the primary structure and all property lines. 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 percent (40%) of the lot area.
Maximum Height	Sixteen (16) feet or the height of the principal structure, whichever is less.
Design	Shall be designed to be compatible, to the maximum extent practicable, with the principal building.
Roof	Flat roofs are prohibited unless the roof of the principal dwelling is flat.
Permit	A building permit is required for structures over 120 square feet in area and/or eight (8) feet in height.
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 and sewer lines may not be extended to the storage building and/or greenhouse. Electric utilities may be extended to a storage building and/or greenhouse but must use the same meter as the primary structure.