



ACCESSORY BUILDING PERMIT PROCEDURES



1. Complete all parts of the Accessory Building Permit Application Form.
2. Provide a copy of trade license and insurance.
3. Submit the Accessory Building Permit Application Form along with all the required forms listed on the Application Form.
4. Upon receipt of the required paperwork, the application will be reviewed by the Building Official. The Building Official will check for compliance with the Town of Lakeside codes.
5. Staff will contact the applicant to pick up the permit after the Building Official approves the application.
6. Payments of permit fees are due at the time the permit is issued.
7. The Permit is issued.

Permit Application Date: _____

ACCESSORY BUILDING. A subordinate building located on the same lot as the main building, or a portion of the main building, the use is clearly incidental to and customarily found in connection with the main building or principal use of the land.

Permit Applications **MUST** include a property survey and drawing indicating the location of the proposed accessory building.

- Easements
- Distance from side and rear property lines
- Distance from the main structure
- Spacing from other buildings
- The total square footage of the land
- The total square footage of all other buildings behind the main structure
- Show building behind the rear building line of the main dwelling.
- Minimum spacing of 10 feet between all structures, property line(s), easement.
- Distance to utility lines
- Distance to sewer
- Distance to water wells
- Two sets of plans are required and shall conform with the currently adopted International Building Code.

Any accessory building with an opening of ten feet wide or larger shall have paved flooring and shall have a paved surface leading to it.

Plans can be hand drawn or computer generated and must show:

- Length, width and height dimensions of the floor / slab, the roof and the four walls elevations
- Show details of walls, roof and foundation construction
- Must be single story in height and not exceed the height of the main structures

Description of materials to be used

No single accessory building may be larger than 100% of the size of the primary structure as per the most recent TAD records. The total square footage of all accessory buildings shall not exceed 10% of the total land behind the dwelling. All items above must be met before acceptance of the Accessory Building Permit Application.

Date of Building Inspector Site Plan Review: _____

Name of Building Inspector Conducting the Review: _____

Approved

Denied

Building Inspector Signature

Date: _____

Cost Schedule

Building Permit Fee	Square Footage X \$1.00	\$
Electrical Permit Fee	Square Footage X \$0.06	\$
Plumbing Permit Fee	Square Footage X \$0.06	\$
Mechanical Permit Fee	Square Footage X \$0.03	\$
Other		\$
	Permit Fee	\$



**APPLICATION FOR ACCESSORY
BUILDING PERMIT**

Town of Lakeside
9830 Confederate Park
Rd. Lakeside, TX 76108
PH 817 237-1234 ext. 307
Email: Permits@lakesidetexas.us

Property Information

Address:

Property Owner Information

Agent/Homeowner:

Phone No:

Mailing Address:

Fax No.:

City:

State & Zip Code:

Email:

Builder/Contractor Information

Company Name:

Contact Name:

Phone No:

Mail Address:

City:

State & Zip:

Fax No:

Preferred Method of Contact?

Email:

Class of Work (Choose Only ONE of the following)

Circle One: New Addition Remodel/Alteration Demolition

Description of Work

Specific Information

Total Square Foot

SUBCONTRACTORS

Electrical:

Mechanical:

Plumbing:

Concrete

NOTICE: Unless otherwise noted on permit, this permit becomes null and void if work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, Town ordinances or State or Federal Laws, whether herein specified or not.

Signature of Applicant:

Date:

**OFFICE USE
ONLY**

Date Received:

Date Approved:

By:

Valid Thru:

Permit Fee: \$

Permit Application #:

TO SCHEDULE AN INSPECTION

1. To schedule an inspection of any permitted project, please call 940-521-0470. Please be prepared to give the address for the job location, the name of the contact person and the telephone number for the contact person. **The Town's inspector will call the contact person to set up an appointment time for the inspection. INSPECTIONS MUST BE REQUESTED THROUGH INSPECTION AT (940) 521-0470.**