



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 or email to you.
6. Payments of permit fees are due at the time the permit is applied for.
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

Date: _____

Building Inspector Signature

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	\$
Plan Review Building Permit Fee		\$
	Permit Fee	\$

You will be charged a Plan Review Fee of 50% of the Building Permit Fee for this type of permit.



**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.**



Common Inspection Types

- **Stakeout/Form Survey:** This is normally the first inspection. This inspection is to verify the location or footprint of the project. A form board survey is required on New Residences and New Commercial buildings.
- **Temporary Pole:** To be made after temporary electric pole if any is set. T-Pole must meet the requirements of 2006 NEC, which includes proper grounding and 110/120-volt outlets must be GFCI protected and any requirements required by the utility supplier.
- **Plumbing Rough-In:** To be made after all underground sewer and water piping is installed and tested as per 2003 I.P.C., which will include a water or air test on the sewer and water. If gas is supplied to the project it must be tested also before being covered.
- **Foundation:** This inspection is made prior to placement of concrete. All slabs require this inspection, except flatwork-which is the common term for sidewalks and driveways. However, drive approaches and sidewalks in the city right-of-way do require permits and inspections prior to placement of concrete. An engineer's letter of inspection can be submitted in lieu of city inspection on residential new construction.
- **Plumbing Top Out-Commercial:** Inspection of plumbing in the walls before walls are closed. Plumbing must meet the requirements of the 2013 I.P.C., no intermittent valves are allowed without prior approval from the Building Official.
- **Electrical Rough-Commercial:** Inspection of wiring before walls and ceilings are covered. Electrical work must meet the 2006 NEC.
- **Mechanical Rough-Commercial:** This covers all the ductwork and equipment installed and must be done before walls can be covered. 2013 I.M.C.
- **Framing-Commercial:** This is done after all roughs are complete & inspected. 2013 I.B.C.
- **Framing-Residential:** This inspection is done after all trades are ready for rough inspection. An 8ft. x 8ft. x 4ft. deep trash bin must be on site. 2013 I.R.C.
- **Temporary Electric/Gas:** This inspection is made so utilities can be turned on before a project is finished. After all electrical work and gas piping is safely capped or covered pending inspector's approval. Electric and gas utilities will be released pending final inspection. A letter that we provide must be signed and submitted prior to utilities being released.
- **Finals:** A final inspection will be made on Building, Plumbing, Electrical, and HVAC.

Please don't hesitate to call if we can be of assistance.



Storm Water Permit

Dear Building Permit Applicant:

The Texas Commission on Environmental Quality requires that any construction activities that disturb one acre or more have a Storm Water Permit. Their website is www.tecq.org.

The website for information on obtaining a permit is www.sblga.info. Then go to "See Special Topics".

For help with applying for this permit contact the TCEQ Small Business Assistance Office at 817-588-5800 and ask for Storm Water Permit help.

Any construction activity in the Town of Lakeside must have the required documents from the TCEQ before any work can be done.

Please contact Norman Craven, Town Administrator at 817-237-1234, ext. 303 for more information.

ORDINANCE NO. 339

AN ORDINANCE OF THE TOWN OF LAKESIDE, TEXAS AMENDING ORDINANCE NO. 312, BEING THE ZONING ORDINANCE OF THE TOWN OF LAKESIDE, TEXAS, BY AMENDING SECTION 151.025-ACCESSORY BUILDINGS, BEING ATTACHED AS EXHIBIT "A"; PROVIDING FOR A CUMULATIVE CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A CLAUSE FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town is authorized by Section 211.005, "Districts" of the Texas Local Government Code to zone property into districts in accordance with a Comprehensive Plan; and

WHEREAS, the Town Council of the Town of Lakeside, Texas, deems it necessary in order to lessen the congestion on streets, to secure safety from fire, panic, and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent overcrowding of land; and avoid undue concentration of population; to facilitate the adequate provisions of transportation, water, sewers, schools, parks and other public requirements; to conserve the value of property and encourage the most appropriate use of land throughout the Town, that the hereinafter contained provisions of this ordinance should be passed, promulgated and enforced; and

WHEREAS, the Planning and Zoning Commission of the Town of Lakeside initiated proposed amendment to the Town of Lakeside Zoning Ordinance; and,

WHEREAS, the Planning and Zoning Commission and the Town Council of the Town of Lakeside has advertised notices of public hearings to receive comments on the proposed Zoning Ordinance amendment; and,

WHEREAS, upon the Planning and Zoning Commission's recommendation, the Town Council of the Town of Lakeside has after thoughtful deliberation voted to approve this zoning ordinance amendment;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAKESIDE, TEXAS:

SECTION 1

That the document attached as Exhibit 'A' and titled, 'Section 151.025 Accessory Buildings' be adopted as an amendment to Ordinance No. 312, being the Zoning Ordinance of the Town of Lakeside.

SECTION 2

This ordinance shall be and is hereby declared to be cumulative of all other ordinances of the Town of Lakeside, and this ordinance shall not operate to repeal or affect the Code of

Ordinances of the Town of Lakeside or any other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this ordinance, in which event such conflicting provisions, if any, in such Code of Ordinances or any other ordinances are hereby repealed.

SECTION 3

It is hereby declared to be the intention of the Town Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the Town Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

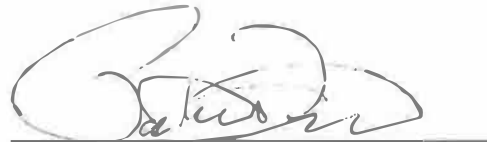
SECTION 4

The Town Secretary of the Town of Lakeside is hereby directed to engross and enroll this ordinance by copying the caption and the effective date clause in the minutes of the Town Council and filing the ordinance in the ordinance records of the Town.

SECTION 5

This ordinance shall be in full force and effect from and after its passage and it is so ordained.

PASSED AND APPPROVED by the Town Council of the Town of Lakeside on this
13 day of February, 2014.



Mayor Patrick Jacob

ATTEST:



Debbie McLemore
Town Secretary

Ordinance No 339
Town of Lakeside, Texas
ATTACHMENT A

151.025 - For Accessory Buildings/Structures, Detached Garages, RV Buildings in Residential Districts

- A. All Accessory Buildings/Structures, Detached Garages, RV Buildings shall be behind the rear building line of the main dwelling.
1. No single accessory building may be larger than 100% of the size of the primary structure as per the most recent TAD records.
 2. The total square footage of all accessory buildings/structures, Detached Garages, RV Buildings and Carports shall not exceed 10% of the total land behind the main dwelling.
 - (a) The total square footage will be determined by the space covered by the roof of the building.
 3. There will be a minimum spacing of 10' between all structures.
 4. These structures shall not be erected closer than 10' to any property line/easement located in the back yard if they have a permanent foundation or 5' if they do not have a fixed foundation.
 5. All structures located twenty five (25') or closer to the principal building will use complementary exterior building materials and colors to the main building.
 6. Are not to be equipped for or used for human habitation.
 7. They may have normal residential utilities
 8. No Accessory Buildings/Structures, Detached Garages, RV Buildings shall be constructed or placed on a lot until the construction of the principal building has been started.
 - (a) An Accessory Buildings/Structures, Detached Garages, RV Buildings may be built at the same time as the main structure but shall not be used until the main structure is completed and is being used
 - (b) The contractor shall be permitted to place and use a temporary storage building for construction purposes.
- B. Accessory Building/Structures: A building or structure that is primarily used for storage or other secondary use on the property.

1. All accessory buildings/structures on the property shall be a **single story** in height.
 - (a) The height is not to exceed the height of the main structures primary roof peak.
2. These shall include, but not be limited to: storage, greenhouses, pool cabanas or equipment storage, and workshops.
3. Any accessory Building with an opening of 10 feet wide or larger shall have paved flooring and shall have a paved surface leading to it as required by Sect. 151.027 of the Town of Lakeside Code of Ordinances.

C. Detached Garages: A structure that is designed and intended primarily to park and shelter a motor vehicle.

1. Can be located as close a five (5') to the main dwelling
2. Shall have a solid/hard surface foundation/floor
3. Shall have paved flooring and shall have a paved surface leading to it as required by Sect. 151.027 of the Town of Lakeside Code of Ordinances.
4. All detached garages on the property shall be a **single story** in height.
 - (a) The height is not to exceed the height of the main structures primary roof peak nor exceed the primary pitch of the roof of the primary structure.
5. Shall have an exit door open to the yard.

D. RV Building: An enclosed building that is designed and intended primarily to park and shelter an RV motorized vehicle or recreational trailer in excess of twenty (20') feet in length, that has doors of a size capable of opening and admitting the RV vehicle/trailer.

1. All RV buildings on the property shall be a single story in height
 - (a) The height is not to exceed the height of the main structures primary roof peak nor exceed the primary pitch of the roof of the primary structure.
2. Shall have a solid/hard surface foundation/floor
3. Shall have paved flooring and shall have a paved surface leading to it as required by Sect. 151.027 of the Town of Lakeside Code of Ordinances.
4. Shall have an exit door open to the yard side.

E. Exceptions and Variances

1. Area, setback and height requirements may be granted relief upon approval of a special exception by the Zoning Board of Adjustment (ZBA).
2. Denied permits can be appealed to the ZBA for a variance
3. By state law, for the approval of a variance by the ZBA, the applicant must demonstrate a hardship other than economic.

F. Permits

1. No permit is required for the following:

- (a) Children's play structures of less than 100 sqft.
- (b) Structures used for agricultural needs that are temporary and without a permanent foundation or used for shelter of animals. However such structures shall be included in the 10% Rule of Sect. 151.025 A 2.
- (c) (a) and (b) above shall not be included in section A 1 of this ordinance.
- (d) Portable storage buildings/shed less than 100 sqft. without a permanent foundation – This structure shall be included in the 10% Rule of Sect. 151.025 A 2.

2. A permit shall be required for the following:

- (a) Permitted structures will be included in the 10% Rule of Sect. 151.025 A 2.
- (b) Portable storage buildings/shed that is 100 sqft. or greater and has a floor area not exceeding 320 sqft.
 - (1) If less than 168 sqft. may be of commercial metal "kit" construction
 - (2) Must be properly secured to prevent overturning with a method acceptable to the building official.
- (c) Structures with a permanent foundation of any size

3. Permit Process

- (a) A Town of Lakeside Permit Application must be completed and filed for review and approval.
- (b) The permit application shall include a plat copy and drawing indicating the location of the proposed structure, any easements, distance from side and rear property lines, distance from the main structure, spacing from other buildings, the total square footage of the land and the total of square footage of all other buildings behind the main structure, and distance to utility lines, sewer systems, and water wells.
 - (1) Separation from utilities lines, sewer systems, and water wells shall be in accordance with other Town of Lakeside ordinances.
- (c) Plans of the proposed structure – 2 sets of plans are required and shall confirm with the currently adopted IBC.
 - (1) Structures under 250 sqft.
 - (a) Plans can be hand drawn or computer generated showing the length, width and height dimensions of the floor/slab, the roof and the four walls elevations.
 - (b) Show details of walls, roof and foundation construction.
 - (c) A description and list of the materials to be used
 - (2) Structures over 250 sqft.
 - (a) Plans can be hand drawn or computer generated showing the length, width and height dimensions of the floor/slab, the roof and the four walls elevations.
 - (b) Show details of walls, roof and foundation construction.
 - (c) A description or list of the material to be used