



## Development Services Department

### RESIDENTIAL BUILDING PERMIT PROCEDURES For ACCESSORY STRUCTURES

The following are the procedures and instructions for obtaining accessory building permits within residential zoned districts. For permit information, please contact the Development Services Department at 469.429.4781 and located at 3815-B Sachse Road, Sachse, Texas 75048. Fees are due at the time the permit is picked up and shall be payable to the City of Sachse. This is information generally required for permitting and should not be considered an all-inclusive list. If you have specific inspection questions during the construction process, you may contact one of our building inspectors at 469.429.4781. The inspectors are generally available Monday-Friday from 7:30-8:30 a.m. and from 3:30-4:30 p.m. All plans submitted for permitting shall be drawn to an approved scale or dimensioned if approved by Building Official.

#### ACCESSORY STRUCTURES

1. All residential accessory structures shall be in compliance with Chapter 11, Article 4, Sections 12.1 and 12.2 of the City of Sachse Code of Ordinances
2. Complete the City of Sachse, Texas building permit application.
3. An accessory structure permit is required for all accessory structures over 120 square feet in size.
4. All accessory structures of 120 square feet or less shall be exempt from the exterior material and permitting requirements; however, all setbacks must be met, and the building must be located behind the front building line.
5. Provide three (3) sets of site or plot plans and include the following:
  - a. Residence and all other existing structures.
  - b. Location of any easements.
  - c. Dimensions and location of all proposed work
  - d. Indicate the exact size of the accessory structure on the site plan.
  - e. Provide distances from accessory structure to all other existing structures and to all applicable property lines.
  - f. Indicate on application if mechanical, electrical, or plumbing work will be included.
6. The Contractor and all Subcontractors (Electrical, Plumbing, HVAC, etc.) shall register or validate permits in person at our office before any inspections will be conducted.
7. Permit fee is based on the value of construction materials only per the City of Sachse Master Fee Schedule.



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8. Additional permit fees are required for electrical, plumbing, and mechanical (HVAC) work if applicable.
9. All work and materials shall be in compliance with the City's current adopted building codes: International Residential Code (IRC), National Electrical Code (NEC), the adopted code amendments, and the City of Sachse Code of Ordinances.
10. ZONING REQUIREMENTS - The following standards shall apply to all residential zoning districts:
  - a. An accessory building or structure is a subordinate building/structure, the use of which is secondary to and supportive of the main building or primary use. Accessory buildings or structures shall not be permitted without a main building or primary use in existence.
  - b. No accessory structure shall be used as a dwelling, unless otherwise allowed by the base zoning district.
  - c. No accessory structure shall be constructed upon a lot until the construction of the primary building has commenced, and no accessory structure shall be used unless the primary building on the lot is also being used.
  - d. No accessory structure shall be permitted to have a building footprint in excess of the building footprint for the primary structure, except for accessory structures located on lots that are one (1) acre in area or greater.
  - e. All accessory structures over 120 square feet in size require a building permit. Permanent and/or engineered foundations may be required for accessory structures, per the adopted international codes.
  - f. Accessory structures shall be located behind the front building line with a minimum side yard and rear yard setback of three feet. For accessory structures located on corner lots there shall be a side yard setback from the intersecting street of not less than 15 feet in case such lot is back to back with another corner lot, and shall conform to front yard requirements in every other case. The interior side yard of a corner lot shall be the same as for dwellings and accessory structures on an interior lot.
  - g. When an accessory structure is greater than 400 square feet, that building shall be required to adhere to the setback requirements for a primary structure in the underlying zoning district.
  - h. All accessory structures of 120 square feet or less shall be exempt from the exterior material and permitting requirements; however, all setbacks must be met, and the building must be located behind the front building line.
  - i. An accessory structure of between 120 square feet and 400 square feet, and which is an enclosed structure, shall have exterior walls constructed of building materials other than metal that are weather resistant, including the roof; provided, however, that if the primary structure on the lot has a metal roof, the accessory structure may also have a metal roof of a similar type.



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- j. The exterior walls and roof of an accessory structure over 400 square feet in size and which is enclosed shall be constructed of building materials that match the exterior building material(s) of the primary structure.
- k. An accessory structure on a lot that is one (1) acre in area or greater may utilize metal, wood, or cementitious fiber board for its exterior material and roof. All structures shall meet the setbacks that apply to the primary structure.
- l. Any metal walls or roofing for accessory buildings shall not be less than 26 gauge, roll-formed ribbed or standing seam sheeting containing a factory-applied non-reflective finish with a manufacturer's warranty of not less than 20 years for the structure and finish and should have "baked-in" or integral color finishes as opposed to paint. Corrugated "barn tin" is prohibited. Alternative materials may be used for legitimate agricultural facilities.
- m. The number and size of accessory structures permitted on residential lots shall be regulated by the maximum lot coverage permitted in the zoning district or 35 percent when not specified.
- n. Carports are allowed behind the front building line of the primary building and shall not exceed 500 square feet in area.
- o. When an accessory structure is higher than 15 feet, that building shall be required to adhere to the setback requirements for a primary structure in the underlying zoning district. At no point shall the height of the accessory structure exceed the primary structure or allowed height of the underlying zoning district, whichever is less.

### REQUIRED INSPECTIONS

1. Plumbing Rough (if plumbing work is in scope of work)
2. Foundation / Pier / Flatwork (a pre-pour inspection is required, if applicable)
3. Framing
4. Mechanical Rough (if mechanical work is in scope of work)
5. Electrical Rough (if electrical work is in scope of work)
6. Plumbing Top-Out (if plumbing work is in scope of work)
7. Flatwork; other than foundation (a pre-pour inspection is required, if applicable)
8. Building Final