

DATE RECEIVED

Title Verified: YES NO

Accessory Building Permit Application



COMPLETED APPLICATION AND DOCUMENTS MUST BE SUBMITTED BEFORE THE PROJECT BEGINS

PROPERTY OWNER INFORMATION

NAME _____

MAILING ADDRESS _____

CITY/STATE ZIP _____ PHONE/CELL # _____

EMAIL _____

DESCRIPTION OF PROPERTY IN STAR HARBOR

Street Address _____

Block _____ Lot(s) _____

CONTRACTOR INFORMATION

NAME _____

ADDRESS _____

CITY/STATE ZIP _____ PHONE/CELL # _____

EMAIL _____

DETAILED DESCRIPTION OF PROJECT

SIZE OF THE BUILDING:

TOTAL SQUARE FOOTAGE _____

HEIGHT OF BUILDING _____

SIDING MATERIAL(s) _____

COLOR _____

Building Permit Application Fee: \$50.00

Checks made payable to "The City of Star Harbor".

Requirements for Accessory Building Projects:

Lot plat showing location of lot pins and a full Building Site Plan that includes property lines and setbacks, location of septic tanks, location of water service lines, location of sewer lines, and drainage with water flow arrows.

Plans, drawings, and detailed descriptions which define the materials structural dimensions, and appearance of the proposed structure. Plans shall also include:

- **Size: Total square footage and height of proposed accessory building.** An accessory building shall not exceed three hundred square feet (300 sf) in size, nor exceed fifteen feet (15') in height, measured from the finished ground level or grade at the front of the structure. **A photograph of the proposed accessory building shall be attached to the building permit application.**
- **Location on property of proposed accessory building:** An accessory building shall not be constructed or positioned in the Single-Family District where the leading edge of the accessory building is placed in front of the leading edge of the home. A variance may be approved by the B&Z Review Board with cause.
- **Additional locations:** all utility service lines, natural gas, underground electrical and telephone lines, water taps/meters, septic tank locations, and sewer connections.
- **Setbacks:** Accessory buildings shall be at least seven feet (7') from side and rear property lines.
- **Design Requirements:** Accessory buildings shall be similar in color tones of the exterior of the dwelling. The design of the accessory building shall complement the dwelling or of such style as not to detract from the style of the dwelling. To illustrate if the dwelling is constructed of a light-colored siding, a red accessory building would not be considered acceptable

Permit Modifications: The property owner or contractor is required to submit a Build Permit Modification request to the B&Z Review Board before making any project changes. Such changes include but are not limited to design changes, material changes, etc.

Permit Expiration: If the permitted project is not complete within the specified time, the property owner or contractor shall be required to submit a Building Permit Renewal Application with appropriate fees to the City prior to the current expiration date. Proof of receipt prior to the expiration date is required. All permit renewals will be for a thirty (30) day period. Additional renewals beyond those specifically mentioned in the applicable section or APPENDIX A – BUILDING PERMIT FEE SCHEDULE are at the discretion of the B&Z Review Board.

Inspections: The property owner shall notify the B&Z Review Board representatives listed on the building permit when the accessory building is positioned and ready for use. The representatives will schedule an inspection to confirm the accessory building size and location are following the building permit.

Applicant Certifications:

I/we certify that to the best of my knowledge all information submitted with this application is correct and accurate. I/we further certify that I/we have read, understand and will comply with the provision of Building and Zoning Ordinance Number 172R pertaining to the provisions that apply to Building Permit for which I/we hereby make application.

Property Owner's Signature

Contractor Signature

Date _____

Date _____