



APPLICATION CHECKLIST

ACCESSORY STRUCTURES

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

ALL Accessory Structures (Residential, Commercial, Multi-Family) – combine items below into one “PLANS” file

PLANS

Cover Sheet

- Applicable Codes
- Design Criteria
- Sheet Index
- Project Scope
- Square Footage Table – include all existing and proposed structures

Site Plan

- Parcel lot lines and address
- Size of parcel (square footage)
- Setbacks – front, rear, side distances from lot lines
- Existing structures, fences and retaining walls
- Existing utilities and easements
- Location and size of proposed structure with distances from lot lines and between structures

ANY Accessory Structures 200 SF or greater or ANY SIZE with UTILITIES (M,P,E)

PLANS - combine the following into one file labelled “PLANS”

Cover Sheet – same items as above

Site Plan – same items as above

Construction Plans – include as applicable based on the proposed scope of work

- Code Summary (Commercial and Multi-Family ONLY)
- Floor Plan
- Foundation Plan
- Framing Plan
- Cross-section with structural framing details
- Elevations with building height
- Utility Plan (Electrical, Mechanical, Plumbing)

SUPPORTING DOCUMENTS – if applicable, combine 8 ½ x 11 format items into one file labelled “SUPPORT DOCS”

- Truss Calculations and Layout
- Soils Report or Geo Technical Evaluation
- Installation Instructions, if pre-manufactured
- ResCheck and Manual J,S,D calculations, if heated

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: