

## Accessory Building Permit Information Guide

### Current Adopted Codes

2018 International Residential Code (with regional amendments)

### Permit Application:

1. Complete Building Permit Application.
2. Register all sub-contractors with the City and list them on the permit application. Provide an accurate email address for the person responsible for the project for each sub-contractor doing work on the project.

### Plan Review/Permit Submittal:

**Upload construction documents, items #1-3 digitally into MyGov:**

***(Use Project Template: Building Accessory Structure Permit)***

1. Completed Building Permit Application.
2. Site Plan indicating all property lines, easements, location and setbacks of the proposed accessory building.
3. **A combined set of construction plans containing the following information:**
  - A Foundation plan.
  - A framing plan.
  - Building elevations.
  - Electrical details.
  - Plumbing details.
  - Typical cross section.
4. **All plan review feedback will be available through the MyGov Portal.**
5. No work may begin until the permit has been issued.
6. Permit fee- Accessory structures not exceeding 50 square feet- no charge  
 Accessory structures 250 square feet and under- \$75.00  
 Accessory buildings 251 square feet and over- \$100.00 + .25/s.f. over 250 s.f.
7. Approved plans must be onsite for the inspection.
8. Inspections can be requested via MyGov, by email at [permits@roysecity.com](mailto:permits@roysecity.com) or by calling 972-524-4710.



Accessory Structure Requirements					
	Accy Building	Arbor/Pergola	Gazebo	Patio Cover	Carport
<b>Front Yard</b>	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed
<b>Rear Setback</b>	5'	5'	5'	5'	5'
<b>Side Setback</b>	5'	5'	5'	5'	Same as main structure
<b>To Other Structures</b>	*5'	0'	0'	0'	0'
<b>Maximum Height</b>	18'	18'	18'	18'	18'
	* 0' if 120 s.f. or less				
<b>Maximum combined area of all accessory structures: 5% of lot or 50% of livable area of primary structure</b>					
<b>Primary structure and Accessory Buildings combined shall not exceed the maximum lot coverage</b>					
<b>Building Permits required for all buildings 51 sq ft and greater</b>					