

ACCESSORY STRUCTURES PERMIT CHECKLIST

Use this checklist to help gather all the required information and documents in order to submit a complete Accessory Structures Permit Application for detached, self-supporting, buildings or accessory to and associated with a primary commercial or residential structure with no habitable area.

Examples include:

1. **Residential:** one-story, more than 200 s.f., structure tool sheds, playhouses, greenhouse, garden sheds, and detached carport, garages, and decks. (If a Pool or Spa work is to be done, use the *SWIMMING POOL & SPA checklist*.)
2. **Commercial:** one-story, more than 120 s.f., structure detached carport, garages, and generator pad/enclosures, fuel-storage tanks/enclosures (installation of any propane tank or generator with a gross weight over 400 pounds or 70 gallons), and dumpster/trash enclosures installation.

If a Detached Accessory Dwelling Unit (ADU) work is to be done, use the *ADU Submittal Checklist*. Check your zoning with a Land Use Planner at (425-670-5410).

SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements.

Construction Plan Set

Plans to be reviewed must be legible, identify the name and classification of the facility, and clearly indicate the scope and nature of the installation, and the person or firm responsible for the accessory structure plans.

- Cover sheet** including project name and property owner's name, site address, code references, plan preparer name, and detailed project information.
- Site plan** ([HERE](#)) showing location of detached structure and dimensions, in relation to property lines.
 - The **Accessory Structure location** must comply with the front, side, and rear setbacks required for the primary structure from the property line.
 - Lot coverage allowable area. Check your zoning with a Land Use Planner.
- Construction Details**
 - Floor Plans** (as applicable) showing Floor layout and dimensions, and construction details.
 - **Elevation Drawings** showing the size and height of a detached structure (the structure does not exceed 15 feet in height or primary structure height.)
 - Dimensions of **the mounting pad**
 - Construction details of **the pad or enclosure**
 - Engineering calculations and details of the anchoring system
 - Capacity of the tank in gallons (if applicable)
 - Manufacturer's specifications or Installation Instructions or equipment cut sheets** (as applicable)
 - Any other information** pertinent to the project, or as required by the plans examiner
 - Engineer's stamp and signature** on the plans in the following cases:
 - The unit is 400 lbs. or larger, engineered structural lateral force calculations & attachment details are required
 - New or alterations of 4,000 sq ft or greater spaces
 - As required by the Building Official for installations which by their nature are complex, hazardous, or pose unique design problems

Additional Permits and Information

- Electrical permit** A separate Electrical Permit is required. (if applicable)
- Generator Installation** A separate Mechanical permit is required for gas (if applicable)
- Fire permit** A separate Fire permit required for storage tank (if applicable)
- SPCC (Spill Prevention, Control and Countermeasure) Plan and 13 Element Checklist**