



APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURE

(Please refer to the current Springfield Zoning Ordinance, Section 5-1000, for more information and requirements. A Site Plan must be submitted with this application. See back of page for Site Plan sample.)

Site Address: _____

Legal Description: _____

Owner:
Name _____
Address _____
Phone Number _____

Contractor: Current Bus Lic _____
Name _____
Address _____
Phone Number _____

(Please list the contact number for the Building Inspector to call with any questions)

An accessory structure that is more than 100 sq. ft., but less than 400 sq. ft. does not require piers or a foundation, but does require a Building Permit. The structure must be anchored to the ground to prevent wind uplift (ie: mobile home screw anchors). Blocks are normally set on the ground and are used to level the structure only. Any structure more than 400 sq. ft. requires piers or footings/foundation – the required frost line is 24 inches deep.

An accessory structure must be at least 5 ft. from the residence or have a 1-hour firewall (R302.1). If there is more than one accessory structure on the lot they must be placed at least 2 ft. from each other. A maximum of four accessory structures, regardless of size, are allowed per lot. In Residential Districts the minimum yard requirements are 3 ft. from the rear and side property lines.

The maximum structure height to the peak for hip or gable roofs is 16 ft; for flat, single slope or mansard roofs the maximum height is 12 ft.

REQUIRED INFORMATION BEFORE APPROVAL OF APPLICATION:

1. Height to the peak of this accessory structure _____ ft.
2. Dimensions of this accessory structure: _____ (w) X _____ (l) = _____ sq. ft.
3. Lot dimensions: _____ (w) X _____ (l) = _____ total lot sq. ft.
4. Lot sq. ft. _____ X 40% = _____ = Maximum total building coverage
5. Max bldg coverage _____ X 25% = _____ Maximum sq. ft. all acc coverage*
6. Sq. ft. of residence _____ X .66 = _____ Max sq. ft. any single acc structure*
(*Must use the smaller of these two calculations)

Name & signature of applicant: _____ / _____

Permits needed: BLD ___ MEC ___ ELE ___ PLM ___ GAS ___ (Min permit fee \$100.00)

Approved by: _____ Date: _____
(BDS Official)

This permit is approved for issuance based on the information provided above by the applicant.

SAMPLE SITE PLAN FOR AN ACCESSORY STRUCTURE IN RESIDENTIAL SINGLE FAMILY AREA

An accessory structure less than 100 sq. ft. does not require a Building Permit.

Complete the "Residential Accessory Structure Calculation/Criteria Worksheet", along with a site plan. (Accessory building site plan does not have to be drawn to scale). Show any existing accessory structures. A maximum of four accessory structures are allowed per lot.

Minimum set back is 3 ft. from rear and side property lines.

Must be located at least 5 ft. from the residence or have a 1-hour firewall (R302.1). If there is more than one accessory structure on the lot they must be placed at least 2 ft. from each other.

Property Line Dimensions in Feet

