

Residential Accessory Structures

What is an Accessory Structure? An accessory building or use is one which: (a) is subordinate to and serves a principal building or principal use; and (b) is subordinate in area, extent, or purpose to the principal building or principal use served; and (c) contributes to the comfort, convenience, and necessity of occupants of the principal building or principal use served; and (d) is located on the same building lot as the principal use served.

What are the requirements for an Accessory Structure?

SECTION 30 ACCESSORY BUILDING REGULATIONS

No accessory building shall exceed twenty-five (25) feet in height, nor shall it be greater in height than the main structure.

30.2 Area Regulations for Accessory Buildings or Structures in Residential and Apartment Districts

30.2.1 Attached accessory buildings, including garages and carports, shall have a front yard not less than the main building, or as specified in the particular district. Detached accessory buildings shall not be located in the front Yard.

30.2.2 There shall be a side yard not less than five (5) feet from any side lot line, alley line, or easement line, except that adjacent to a side street, the side yard shall never be less than twenty (20) feet.

30.2.3 There shall be a rear yard not less than ten (10) feet from any lot line, alley line, or easement line. Carports, garages, or other accessory buildings located within the rear portion of a lot, as heretofore described, shall not be located closer than fifteen (15) feet to the main building nor nearer than five (5) feet to any side lot line.

When is a permit needed? A permit is required for all accessory structures. A permit and plan review are required for all accessory structures over 200 square feet. All permit fees and plan review fees are due upon permit issuance.

Submittal documents: Fill out a Residential permit application and submit site plan which include the following: (You may use a copy of a survey of your lot and draw the requirements.)

- _____ Location of main building on lot and all other structures on property.
- _____ Location of proposed accessory structure on lot. Distance from accessory structure to main building and other structures on property. Distance from accessory structure to side and rear lot lines. All streets and alleys.
- _____ Foundation plans and/or means of support. (All portable buildings must be tied down regardless of size.)
- _____ Electrical and plumbing plans, if applicable.
- _____ Roof details (if not a prefabricated storage building).

Atlas Municipal Services Contact Information

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Atlas Municipal Services will be conducting residential and commercial plan reviews. The applicant will be contacted by the city if revisions are needed.

Inspection Requests

Please contact the City of Gunter to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 4:00 pm Monday – Thursday & Friday before 1 pm if an emergency will be performed the next business day. Inspection requests can also be emailed to permits@ci.gunter.tx.us

Call in inspection request line: 903-433-5185

Email requests to: permits@ci.gunter.tx.us

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



Phone: (903) 433-5185

Fax: (903) 433-8039

105 N 4th Street

PO Box 349

Gunter, TX 75058

permits@ci.gunter.tx.us

Residential Permit Application

Building Permit Number: _____	Valuation: _____
Project Address: _____	Zoning: _____
Lot: _____	Block: _____
Subdivision: _____	
Project Description: NEW SFR ____ SWIMMING POOL ____ LAWN IRRIGATION ____ PLUMBING ____	
SFR REMODEL/ADDITION ____ MECHANICAL ____ ELECTRICAL ____ ACCESSORY BUILDING ____	
FENCE ____ OTHER (SPECIFY) _____	
Description of Work: _____	
Area Square Feet: Living _____ Garage _____ Covered Porch _____ Total _____	
Number of Stories _____	

Owner Information

Name: _____ Contact Person: _____

Address: _____

Phone Number: _____ Fax: _____ Email: _____

General Contractor:	Contact Person:	Phone Number:	Contractor License Number:
Mechanical Contractor:	Contact Person:	Phone Number:	Contractor License Number:
Electrical Contractor:	Contact Person:	Phone Number:	Contractor License Number:
Plumber/Irrigator:	Contact Person:	Phone Number:	Contractor License Number:
TPO Energy Provider:	Contact Person:	Phone Number:	Contractor License Number:

** A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

A certificate of occupancy must be issued before any building is occupied.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY:

PUBLIC WORKS	Approved By:	Date:	BUILDING	Approved By:	Date:
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Building Permit Fee: _____

Roadway Fee: _____

Park Fee: _____

Total Fees: _____

Receipt #: _____

Issued Date: _____

Issued By: _____