



ACCESSORY STRUCTURE Permit Application

PERMIT # _____

THIS SECTION FOR STAFF USE ONLY

CITY OF WOODWAY

Community Services Dept.

924 Estates Drive

Woodway, Texas 76712

phone: (254) 772-4050

fax: (254) 399-6518

permits@woodwaytexas.gov

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? ☐ Y ☐ N (explain)

NOTE: _____

1st REVIEW

DATE: _____

BY: _____

☐ APPROVED ☐ DENIED

NOTE: _____

2nd REVIEW (if needed)

DATE: _____

BY: _____

PERMIT FEES

< 200 sq. ft. ☐ 200+ sq. ft. ☐

TOTAL FEE: \$ _____

☐ CASH ☐ CK _____ ☐ CC _____

DATE PD: _____ RCPT: _____

OWNER/ TENANT
INFORMATION

PROJECT ADDRESS: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____ CITY/ST/ZIP: _____

PHONE: _____ ALT PHONE: _____ EMAIL: _____

CONTRACTOR
INFORMATION

COMPANY: _____ CONTACT: _____

ADDRESS: _____ CITY/ST/ZIP: _____

PHONE: _____ ALT PHONE: _____ FAX: _____

EMAIL: _____

DO YOU INTEND TO INSTALL ANY PLUMBING, ELECTRICAL, OR MECHANICAL WORK IN THIS BUILDING? YES _____ NO _____

*Please note that trade work (plumbing, gas, electrical, mechanical) requires separate permits, and that any trade work not being performed by the HOMESTEADED homeowner (exemption will be verified prior to approval) must be permitted and performed by a licensed contractor.

INTENDED SIZE OF BUILDING (SQUARE FOOTAGE): _____

IMPORTANT INFORMATION REGARDING YOUR PERMIT APPLICATION:

- ♦ Allow three (3) business days for your application to be processed.
- ♦ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ♦ Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- ♦ Issuance of a building permit from the City does not preclude the applicant or property owner from any deed or Homeowners Association restrictions that may apply to the property. Applicant/owner is responsible for obtaining the necessary permissions, appealing to any architectural committees, and/or meeting any other requirements set forth by the deed.

Under penalty of perjury, and for the purpose of inducing the City of Woodway to issue a building permit based on this application, I hereby swear and affirm that the premises for which this permit is requested and the work to be accomplished is for the purpose of: **ordinance-permissible accessory use**, and no part of the property or premises at the address listed above will be used for any purpose in violation of any ordinance of the City of Woodway or for which a special use permit is required unless a special use permit has been issued. I agree that any certificate of occupancy or inspection approval may be revoked and rescinded and utility service to the above address and premises may be stopped without notice if it is found by the City of Woodway that I have misrepresented anything in this application or if any part of the property or premises for which this building permit is requested is used in violation of any ordinance of the City of Woodway or for which a special permit is required unless a special permit has been issued. I understand that I am responsible for complying with any subdivision notes, deed restrictions, and/or development restrictions (i.e. height, screen, and access) on this property.

SITE PLAN REQUIREMENTS

Accessory structures are to be placed in accordance with the following City Ordinances:

Section 7.3: - Accessory Buildings shall be Located in Accordance With The Following Rules:

7.301: Accessory buildings and swimming pools may be located in a rear yard, but may not occupy more than thirty (30) per cent of a rear yard.

7.303: An accessory building more than (5) feet from a main building may be erected within two feet of a side or rear lot line, but must be located at least sixty (60) feet from the front street line; provided, however, that on corner lots accessory buildings may not be erected within the area required for the side yard along the side street as described in Section 4.202. (Amended 2-25-85)

7.304: Where a garage is entered from an alley, it must be kept ten (10) feet from the alley line.

7.305: On corner lots, the minimum buildable width of thirty (30) feet (see Section 4.202) for main buildings is reduced to twenty-two (22) feet for accessory buildings.

*****Please note that, although City Ordinances may allow an accessory structure within two (2) feet of the property line, International Building Code would require such structures to be fire-rated per Code. Standard recommended distance from property lines to avoid this requirement is five (5) feet.***

> Using a copy of the property survey, please draw a site plan. If you do not have access to the survey, you may request that the Community Services Department locate and provide you with a copy of the property's plat. Site plans must contain the following information:

- ~ All setbacks and easements located on the property (accessory structures will not be permitted in easements)
- ~ The location of all existing structures (house, pool, other accessory buildings, etc.)
- ~ The location of all overhead electrical service lines (including those running to existing structures)
- ~ The proposed location of the accessory structure being added, including measurements:
 - * Distance from primary structure (house) to proposed accessory structure (AT LEAST 5 FEET)
 - * Distance from proposed accessory structure to side and rear property lines
 - * Distance from front curb (AT LEAST 60 FEET)

APPLICANT SIGNATURE: _____

DATE: _____

REVIEW NOTES (FOR STAFF USE)