



RESIDENTIAL ACCESSORY STRUCTURE PERMIT APPLICATION

Property Information

Application Number: \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description \_\_\_\_\_
Lot(s) Block Subdivision Zoning District

Property Owner \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Type of Structure Proposed

[ ] Garage [ ] Storage Building/Shed [ ] Carport [ ] Swimming Pool [ ] Other: \_\_\_\_\_

[ ] Detached [ ] Attached to principal structure [ ] Attached to another accessory structure

Dimensions of structure: \_\_\_\_\_ Sidewall height: \_\_\_\_\_ Door width: \_\_\_\_\_

Valuation of project: \$ \_\_\_\_\_ Intended use: \_\_\_\_\_

Construction Details (Check all that apply.)

Footing Type: [ ] Trench [ ] Pier [ ] Anchoring System

Footing Dimensions: \_\_\_\_\_

Exterior Studs: Size: \_\_\_\_\_ Spacing: \_\_\_\_\_ Height: \_\_\_\_\_

Roof Rafters: Size: \_\_\_\_\_ Spacing: \_\_\_\_\_ Height: \_\_\_\_\_

Ceiling Joist: Size: \_\_\_\_\_ Spacing: \_\_\_\_\_ Height: \_\_\_\_\_

Framing Material: [ ] Wood [ ] Steel [ ] Concrete [ ] Masonry

Roofing Material: [ ] Composition/Asphalt [ ] Tile [ ] Metal Seamed [ ] Other: \_\_\_\_\_

Exterior Wall Covering: [ ] Wood [ ] Fiber Cement Board [ ] Vinyl [ ] Brick [ ] Stone [ ] CMU
[ ] Other: \_\_\_\_\_

List the existing materials that are on the principal structure (the house):

Siding Material: \_\_\_\_\_ Roofing Material: \_\_\_\_\_

Driveway Information (for Garages and Carports Only):

Driveway Approach: [ ] New [ ] Replacement [ ] Existing

Approach Material: [ ] Concrete [ ] Other\* \_\_\_\_\_ [ ] Culvert; Pipe Diameter: \_\_\_\_\_

\*Driveway approach material other than concrete shall require written approval by the Director of Engineering.

Driveway Width at Street Right-of-Way Line\*: \_\_\_\_\_

\*Residential driveways wider than 20 feet shall require written approval by the Director of Engineering.

Driveway Material on Private Property: [ ] Concrete [ ] Asphalt [ ] Other: \_\_\_\_\_

**Contractor Information**

General Contractor: \_\_\_\_\_

Building Designer: \_\_\_\_\_

Sub-Contractors:       Plumbing: \_\_\_\_\_       Mechanical: \_\_\_\_\_

                                  Electrical: \_\_\_\_\_       Other Subs: \_\_\_\_\_

**Completion Requirements**

**The following items must be met/completed before final inspection per city code:**

The structure shall not encroach into any building setback or easement of record nor into any building setback or easement required by city code. Setbacks are measured from the roof overhang:

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

On a corner lot, no structure shall be constructed in the sight triangle as defined by city code.

A minimum clearance of 5 feet shall be maintained between all structures.

The exterior siding and roofing materials shall be those commonly associated with residential construction and shall be similar to the exterior materials on the principal structure.

The sidewalls of any garage or storage building shall not exceed 12 feet in height.

Detached garages and storage buildings shall not exceed 1,200 square feet in size; except that this limit may be exceeded to a maximum of two times the size of the principal structure, provided that the total rear yard lot coverage does not exceed 10 percent.

Detached carports shall not exceed 600 square feet in size.

An accessory building with a door 8 feet or wider shall be classified as a garage and shall be provided with a driveway of an approved surface and design as described below.

All garages and carports shall be provided with a paved driveway of concrete, asphalt or asphalt millings with slurry seal from the street right-of-way line to the garage/carport, except that the portion of the driveway from the rear building line of the principal structure to the garage/carport may consist of crushed rock or gravel. Driveways to unpaved alleys may consist of crushed rock or gravel. No more than 40 percent of the front yard on a residential lot shall be paved.

Staff may request detailed drawings, descriptions and/or photos of existing and proposed structures.

**I hereby certify that the information submitted is correct and I agree to comply with all applicable city codes.**

\_\_\_\_\_

**Signature**

I understand that the City of Hutchinson has a Neighborhood Revitalization Plan Tax Rebate Program and that property owners intending to apply for rebates under that program are required to submit the NRP Application Form at the time of Building Permit application. Late applications will not be accepted. For more information visit: [www.hutchgov.com](http://www.hutchgov.com).

**Office Use Only:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

**Special Requirements:** \_\_\_\_\_

**Approximate distance from the street Center Line to the Property Line:** \_\_\_\_\_

**Flood Zone:** \_\_\_\_\_ **Historic Review: #** \_\_\_\_\_ **Site Plan Approved:** \_\_\_\_\_

\_\_\_\_\_  
**Planning Department Staff**

\_\_\_\_\_  
**Building Inspection Department Staff**

**SITE PLAN**

In the space below or on a separate page, provide a site plan drawn to scale in a legible manner. Draw the layout of the lot and the proposed structure. Include the dimensions of the lot, the dimensions of all existing and proposed structures, distances between structures, distances between structures and property lines, and any other details that may be necessary to evaluate the application.



Square footage of parcel: \_\_\_\_\_

Square footage of rear yard: \_\_\_\_\_

Square footage of proposed structure: \_\_\_\_\_

% of lot: \_\_\_\_\_ % of rear yard: \_\_\_\_\_

Existing Structures on property:

Structure \_\_\_\_\_ Square footage \_\_\_\_\_ % of lot \_\_\_\_\_

Structure \_\_\_\_\_ Square footage \_\_\_\_\_ % of lot \_\_\_\_\_

Structure \_\_\_\_\_ Square footage \_\_\_\_\_ % of lot \_\_\_\_\_

Structure \_\_\_\_\_ Square footage \_\_\_\_\_ % of lot \_\_\_\_\_