



# Submittal Guidelines for Detached Accessory Building

**What is a Detached Accessory Building?** – An accessory building is a structure which is on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. Sheds, storage buildings, garages, greenhouses, barns, gazebos, carports, etc.

An accessory building with a covered roof requires a permit; and, if 200 sq. ft. or larger, is required to be windstorm engineered. Accessory buildings less than 200 sq. ft are required to be anchored to the ground.

Accessory Buildings must meet setback requirements of five (5) feet from side lot lines, ten (10) feet from rear lot line, and twenty-five (25) feet from front lot line; however, an unenclosed, covered and windstorm approved carport shall be allowed within the twenty-five (25) feet set back restriction.

Pre-fabricated carports must meet windstorm certification. Applicant must provide sale invoice that indicate a certified carport and appropriate anchoring systems were purchased.

**Do I need a permit for a deck?** Because they are not covered, decks are not considered additions to the footprint of the house nor do they require a permit, unless the deck will be 30 inches or higher off the ground. A scope of work description sheet will be required for patios the need a permit.

**Do I need a permit for a concrete patio?** Concrete patios do not require a permit if they are not attached to the house foundation; however, if you plan to cover, enclose, or construct a building on the concrete at a later date, a permit for the concrete is a good idea so we will have a record of structural strength of the patio.

The Village of Jones Creek has adopted the 2009 International Building, Residential, Plumbing, Mechanical, Fuel/Gas and Energy Conservation Codes and the 2008 National Electrical Codes.

Provide two (2) copies of all documents: one (1) for City Retention and one (1) for contractor

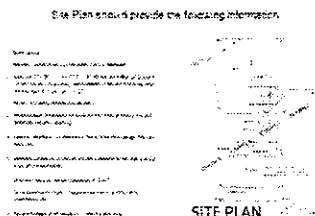
## Required Documents to be submitted:

- Application
- Site Plan – See Example “Site Plan”
- Building Plans – See Example “Building Plans”

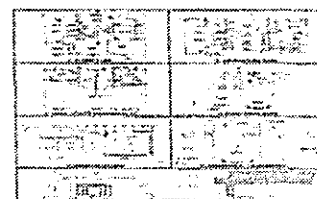
Application



Site Plan

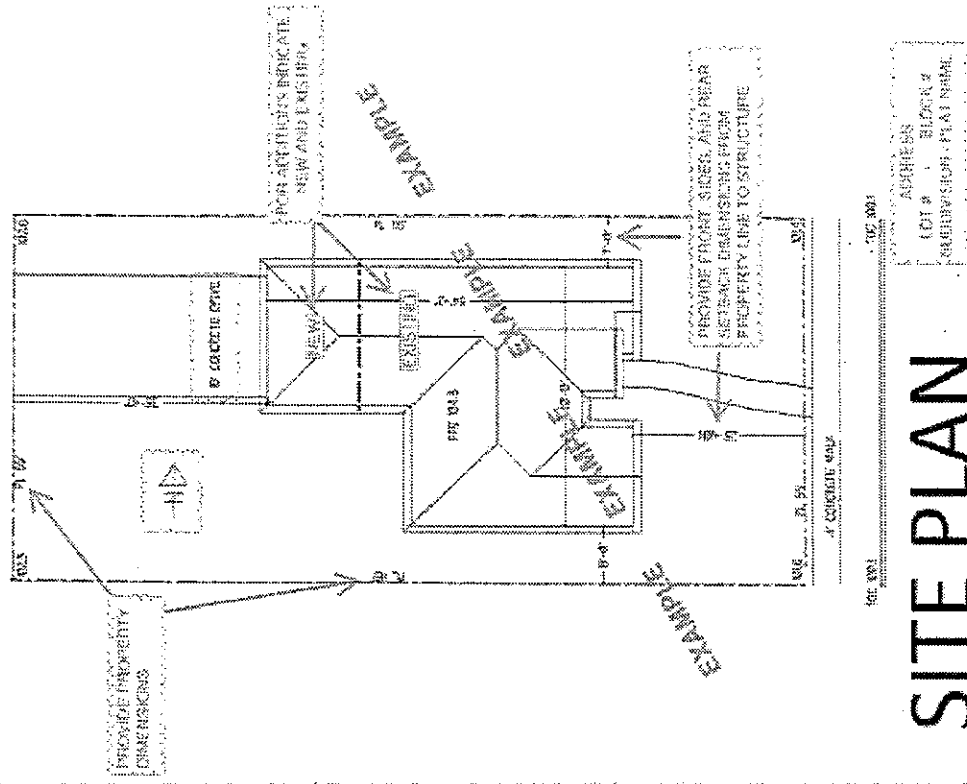


Building Plans



## Site Plan should provide the following information

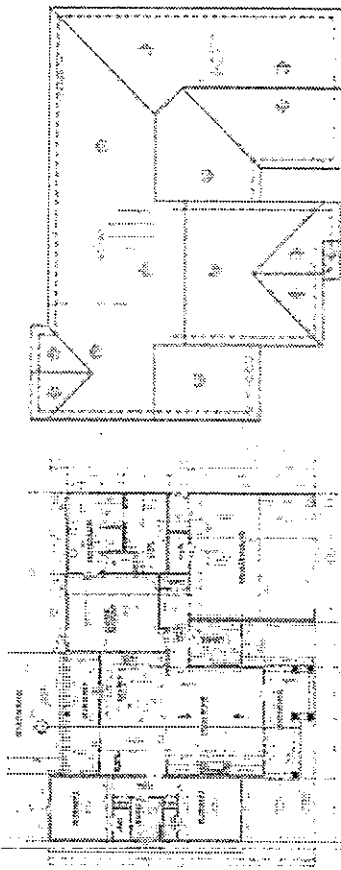
- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16'
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings .
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc.
- Square footage of all structures / existing and new



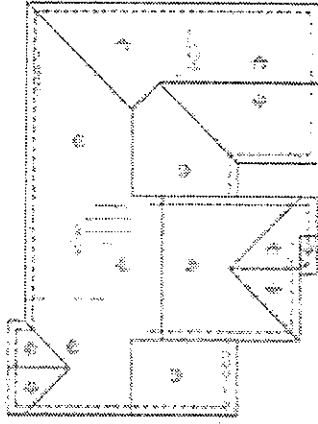
# Construction plans should include the following details

1. Floor Plan
  - Dimensions, room titles, and ceiling heights
  - Location and labeling of all appliances
  - Square footage summary (Livable, garage, patios, and total under roof)
  - Door and window type and size (ex: single hung, French, etc.)
  - All adjacent rooms to an addition in its entirety showing the door and window sizes
2. Roof / Floor Framing Plan
  - Size of all individual header and beam sizes
  - Label all structural members such as rafters, joist, trusses, over framing, and their spacing
3. Cross Sections
  - All connection details keyed in
  - Basic outline of all structural members including beams, trusses, hardware, blocking, footings, post, concrete slab, insulation, over framing, etc.
4. Foundation Plan
  - Post sizes at all columns supporting concentrated loads
  - Footing size dimensions, and depth
5. Electrical Plan
  - Receptacle and lighting placement
  - Labeling of special hardware required such as disconnects, weatherproof receptacles, GFCI outlets, meter and sub-panel locations, etc
  - Location of smoke and carbon detectors
  - Location of all appliances such as air conditioners and air handlers
6. Elevations
  - Masonry Percentage calculations
  - Height location for grade, finish floor, header heights, top plate heights, ridges, etc.
  - Slope of roof and floor elevation heights need to be represented correctly.
  - Exterior finishes for roofs and walls
7. Other Documents
  - Energy Report
  - Engineering
  - Other Documents

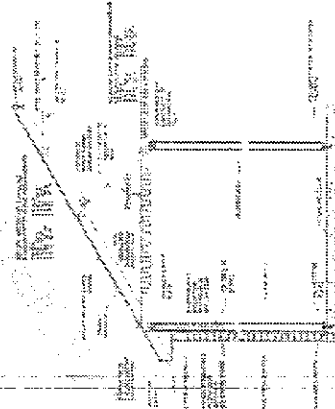
Stair and Guardrail Details (if applicable)



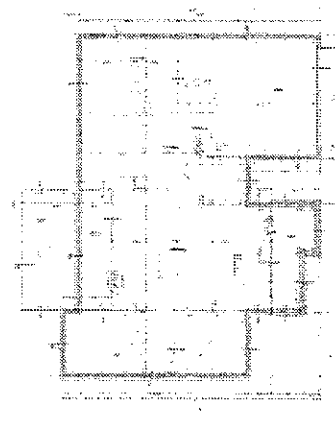
1. Floor Plan



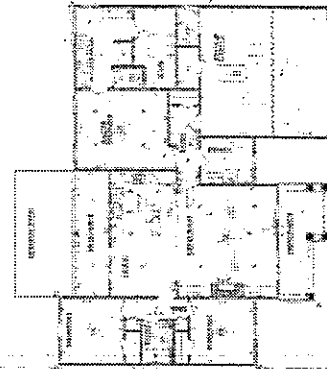
2. Roof / Floor Framing Plan



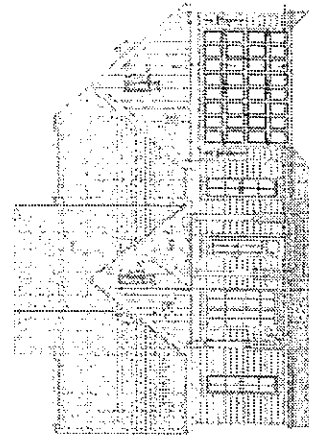
3. Cross Section Plan



4. Foundation Plan



5. Electrical Plan



6. Elevation



# Village of Jones Creek

Phone: (979) 233-2700  
Fax: (979) 230-0606

7207 Stephen F. Austin  
Jones Creek, TX 77541

## Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER:
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
			DEMO <input type="checkbox"/>
			FENCE <input type="checkbox"/>
Description of Work:			
Area Square Feet:	Covered _____	Porch: _____	Total: _____
Living: _____	Garage: _____		Number of stories: _____
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____	Mobile #: _____	Email: _____	

Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
General Contractor			<input type="checkbox"/>
Mechanical Contractor			<input type="checkbox"/>
Electrical Contractor			<input type="checkbox"/>
Plumber/Irrigator			<input type="checkbox"/>
TPO Energy Provider			<input type="checkbox"/>

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.

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: _____
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<b>OFFICE USE ONLY:</b>	
Approved by: _____	Date approved: _____

Building Permit Fee: _____	Total Permit Fees: _____
Plan Review Fee: _____	Received By: _____
Plumbing Permit Fee: _____	Date: _____
Electric Permit Fee: _____	
Mechanical Permit Fee: _____	BV Project #: _____

*Permit fees are non-refundable*