

Planning



Department

RESIDENTIAL ACCESSORY BUILDING PERMIT APPLICATION

This permit application is for sheds, barns, detached garages, detached shops, detached gazebos, detached pergolas, and all other similar structures not attached to a house. Please submit a drawing of the project with this application. This drawing must show the entire property and must include the locations of the property lines, the principal structure, any fence, and any other accessory structures. This permit application must be approved before building can begin. After the project is finished, the applicant must request an inspection to ensure it was properly built as permitted.

Address of Building Project: _____

Subdivision Name: _____ Lot Number: _____

Parcel Number: _____ Is any part of this parcel in Flood Zone AE? _____

Brief Description of Project: _____

Will any part of this proposed project be within Flood Zone AE? _____ If answering YES, the applicant must also obtain a floodplain development permit in addition to this permit.

Estimated Cost in Dollars of Proposed Project: \$ _____

Name of Property Owner or Property Manager: _____

Phone Number of Property Owner or Property Manager: _____

Email of Property Owner or Property Manager: _____

Before filling out the rest of this application, read the following residential accessory building regulations that are found in the Horn Lake Code of Ordinances:

- Accessory buildings or uses are prohibited in the front yard and side yard of any zone district, except as provided herein. Swimming pools, including wading pools, and trampolines shall all constitute accessory uses.
- Accessory buildings or uses may be placed in the required or designated rear yard in any district, provided that the accessory building or use is located at least five (5) feet from the rear property line or any applicable streetscape/landscape easement line (whichever dimension would result in the greater distance from the street right-of-way line) and at least five (5) feet from the side property line, and provided that no accessory building or use shall be permitted within a required utility easement.
- Any accessory building located closer than ten (10) feet to a principal building shall be considered as a part of the principal building and shall be provided with the required side and rear yards applicable to the principal building.
- Accessory buildings shall not cover more than twenty (20) percent of the rear yard in any zone district.
- Accessory buildings shall not exceed a height of twenty (20) feet; however, on double frontage lots, the maximum height of the accessory building shall be twelve (12) feet, provided that for every one (1) foot the accessory building is moved closer to the principal building, it may be increased one (1) foot not to exceed fifteen (15) feet.
- The floor area of any accessory building shall not exceed fifty (50) percent of the floor area of the principal structure, notwithstanding the rear yard coverage provision contained herein.
- Accessory buildings may not be used as dwelling units.

Follow the directions below to calculate the residential accessory building permit application fee.

List the square footage of the proposed residential accessory building: _____

The project valuation is calculated as \$30 per square foot of the residential accessory building.

(_____ sqft) x (\$30 per sqft) = Project Valuation = _____

Convert the project valuation into the application fee by choosing the correct formula below:

PROJECT VALUATION	APPLICATION FEE
\$0 - \$50,000	\$15 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof.
\$50,000.01 - \$100,000	\$250 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof.
\$100,000.01 - \$500,000	\$460 for the first \$100,000 plus \$3 for each additional thousand or fraction thereof.
\$500,000.01 - \$1,000,000	\$1,660 for the first \$500,000 plus \$2 for each additional thousand or fraction thereof.
\$1,000,000.01 - \$5,000,000	\$2,660 for the first \$1,00,000 plus \$1.50 for each additional thousand or fraction thereof.
\$5,000,000.01 +	\$8,660 for the first \$5,000,000 plus \$1 for each additional thousand or fraction thereof.

Application Fee: \$ _____

Is this project on a parcel containing a single-family house? _____ If answering YES: Are you the owner of this parcel and wishing to do the work yourself, without a contractor? _____ If answering YES to this as well, sign and print your name in the box below to accept responsibility for the work:

<p>My signature here indicates that I am the homeowner and will be doing the work myself. I will not hire a contractor or any person to do this work. Any help I receive will be performed under my supervision. I will build this according to all applicable codes that the City of Horn Lake has adopted. I will take all responsibility for the quality of this construction. If the building inspector determines that I do not possess the necessary skills to build this project properly, then I will be ordered to stop working and will be required to hire a contractor that holds a license with the City of Horn Lake.</p> <p>Homeowner Signature: _____</p> <p>Printed Name of Homeowner: _____</p>

Please Note: If the homeowner exemption box above was completed with the homeowner signature and the printed name of homeowner, then the fields below are not applicable and may remain blank, as there will be no contractor involved in construction. If the homeowner exemption box was not completed, then a licensed contractor must be hired, and all fields below must be completed.

Name of Contractor Company: _____

Address of Contractor Company: _____

Phone Number of Contractor Company: _____

Email of Contractor Company: _____

City of Horn Lake Contractor License Number: _____

Contractor Signature: _____

Printed Name of Contractor: _____

FOR OFFICE USE ONLY

Payment Type: Cash Check Card

Amount Paid: _____

Date: _____

Permit Number: _____