



ACCESSORY STRUCTURE APPLICATION CHECKLIST

Please use this checklist to be sure that your plans contain all the information necessary to obtain a permit.

- A completed building permit application form. Application forms are available in our office and on our website at www.cityoforlando.net/permits.
- Four complete sets of signed and sealed construction plans. (Commercial)
- Construction Drawings should include:
 - Existing Site Plan (or Survey) with the following information: (Not required to be signed and sealed)
 - Legal description.
 - Existing property lines with property dimensions.
 - Location of easements, their purpose (i.e. utility or drainage easement and dimensions noted.
 - Location of streets that are adjacent to the property.
 - Locations and dimensions of all existing buildings and structures on the site including the air conditioner compressor units.
 - Proposed location of the accessory structure with type of use labeled.
 - Distance (setbacks) of all buildings or structures from property lines and distance between buildings or structures on the site.
 - Location and dimensions for driveways, patios and decks.
 - A foundation plan.
 - Elevation drawings showing how the structure will look.
 - Typical cross sections of walls showing details of construction and meeting 110 mph wind load standards.
- A tree survey showing the approximate location, height and diameter of each tree on the site, including a designation of trees, which you intend to remove. (Commercial)
- Accessory structures may not be located in the required front yard and street side yard setbacks.

...To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.

ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES

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Visit our web site at: www.cityoforlando.net/permits

- Accessory structures may be located in the rear yard setback.
- An accessory structure may not be developed until after the start of construction of the principal building on the site.
- When an accessory structure is attached to a principal building by a breezeway, roofed passage or similar structure, the accessory structure is considered to be part of the principal building, and must meet the setback requirements of the principal building.
- A detached accessory structure should be located at least five feet from any other building or accessory structure.
- Accessory structures may not occupy more than 35% of the area between the rear property line and the principal structure.
- Accessory structures meeting the principal building rear yard setback may have second story windows.
- Wooden patios and decks with separation between the planks may cover up to 50% of the rear yard.
- A licensed contractor should be able to prepare all of the plans and obtain all of the permits for you.
- When you purchase a pre-made accessory structure check the manufacturer's design engineering and get installation instructions. Be sure to install your new accessory structure in accordance with manufacturer's instructions that meet City requirements.

Application Review

After your permit application is submitted it will be reviewed by Building, Engineering/Zoning and if applicable Site Engineering, and Transportation Engineering for compliance with the City Code. Your application will be reviewed for requirements such as location, setbacks and height. You may contact our office or consult our website to access the City Code to review these requirements.

If your property is located within the Downtown Community Redevelopment Area (DCRA), an Appearance Review District (AR), a Historic Preservation (HP) District or is a Designated Historic Landmark, your proposed accessory structure may require approval by the Downtown Development Board (DDB), the Urban Design office and/or the Historic Preservation Board (HPB). You may contact DDB at 407.246.2555, Urban Design at 407.246.3414 and/or HPB at 407.246.3350.

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.

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MOST COMMON REASONS FOR DISAPPROVAL

1. Missing site plan or building plan.
2. Building location does not comply with side yard setback.
3. Building location does not comply with rear yard setback.
4. Provide window and door product approval and installation details.
5. Plans do not provide sufficient anchoring information for 110 mph wind load.
6. Insufficient detail in construction drawings. Show all framing member connection hardware.
7. Plans not signed and sealed by design professional.
8. Insufficient stair tread and riser dimensional details.
9. Insufficient guardrail dimensional details.
10. Handrails do not meet minimum grasp ability requirements.

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