



City of Willow Park

516 Ranch House Road

Willow Park, Texas 76087

Phone: (817) 441-7108 * Fax: (817) 441-6900

www.willowpark.org

Residential Accessory Buildings

What is an Accessory Building? Section 3.01 Accessory Building or Use. A subordinate building having a use customarily incident to and located on the lot occupied by the main building; or a use customarily incident to the main use of the property. A building housing an accessory use is considered an integral part of the main building when it has any part of a wall in common with the main building, or is under an extension of the main roof and designed as an integral part of the main building.

What are the requirements for an Accessory Building? In all residential zoning districts, an accessory building must be a minimum of ten (10) feet from any property lot line. No accessory building can be placed in front of the front building setback line.

When is a permit needed? A permit and plan review is required for all Accessory Buildings. A permit fee is due at submission of application.

Submittal documents: Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot)

- _____ Location of main building on lot and all existing buildings, including swimming pools
- _____ Building setbacks, all utility easements, and overhead utilities on property
- _____ Location of proposed accessory structure on lot.
- _____ Location of water wells, septic systems, and lateral lines
- _____ Distance from accessory structure to main building and other buildings on property.
- _____ Distance from accessory structure to side and rear lot lines.
- _____ All streets and alleys.
- _____ Foundation plans and/or means of support. (All portable buildings must be tied down regardless of size.)
- _____ Building specifications and design.
- _____ Electrical and plumbing plans, if applicable.
- _____ Roof details (if not a prefabricated storage building)



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Residential Permit Application

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

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone Number: _____		Fax Number: _____	
		Email: _____	

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

OFFICE USE ONLY:

Approved by:		Date approved:	
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Building Permit Fee: \$ _____

Plan Review Fee: \$ _____

Electrical Permit Fee: \$ _____

Plumbing Permit Fee: \$ _____

Mechanical Permit Fee: \$ _____

Total Permit Fees: \$ _____

Received By: _____

Date: _____

BV Project #: _____