



# ACCESSORY STRUCTURE Permit Application

PERMIT #

### THIS SECTION FOR STAFF USE ONLY

**CITY OF WOODWAY**  
 Community Services Dept.  
 924 Estates Drive  
 Woodway, Texas 76712  
 phone: (254) 772-4050  
 fax: (254) 399-6518  
[permits@woodwaymail.org](mailto:permits@woodwaymail.org)

RECEIVED BY: _____ DATE/TIME: _____ APP COMPLETE? <input type="checkbox"/> Y <input type="checkbox"/> N (explain)		
NOTE: _____		
<u>1st REVIEW</u>	<u>2nd REVIEW (if needed)</u>	<u>PERMIT FEES</u>
DATE: _____	DATE: _____	< 200 sq. ft. <input type="checkbox"/> 200+ sq. ft. <input type="checkbox"/>
BY: _____	BY: _____	TOTAL FEE: \$ _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		<input type="checkbox"/> CASH <input type="checkbox"/> CK _____ <input type="checkbox"/> CC _____
NOTE: _____		DATE PD: _____ RCPT: _____

OWNER/TENANT INFORMATION	PROJECT ADDRESS: _____
	PROPERTY OWNER: _____
	MAILING ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ EMAIL: _____

CONTRACTOR INFORMATION	COMPANY: _____ CONTACT: _____
	ADDRESS: _____ CITY/ST/ZIP: _____
	PHONE: _____ ALT PHONE: _____ FAX: _____
	EMAIL: _____

### PLEASE INDICATE ANY TRADE WORK\* FOR PROJECT (& NAME OF CONTRACTOR, IF KNOWN)

\*Please note that trade work (plumbing, gas, electrical, mechanical) will require a separate permit, and that any trade work not being performed by the HOMESTEADED homeowner (exemption will be verified prior to approval) must be permitted and performed by a licensed contractor.

PLUMBING  ELECTRICAL  MECHANICAL

### IMPORTANT INFORMATION REGARDING YOUR PERMIT APPLICATION:

- ◆ Allow three (3) business days for your application to be processed.
- ◆ Upon approval, permit fees must be paid within 180 calendar days or the application may be considered void and require resubmittal. The permit is not valid until full payment is received.
- ◆ Upon approval and payment, permit is valid for 180 days. If permit expires, an extension may be granted with a written request. If work does not commence within the 180 days or is suspended, the permit becomes null and void. No refunds will be given for expired permits.
- ◆ Issuance of a building permit from the City does not preclude the applicant or property owner from any deed or Homeowners Association restrictions that may apply to the property. Applicant/owner is responsible for obtaining the necessary permissions, appealing to any architectural committees, and/or meeting any other requirements set forth by the deed.

Under penalty of perjury, and for the purpose of inducing the City of Woodway to issue a building permit based on this application, I hereby swear and affirm that the premises for which this permit is requested and the work to be accomplished is for the purpose of: **ordinance-permissible accessory use**, and no part of the property or premises at the address listed above will be used for any purpose in violation of any ordinance of the City of Woodway or for which a special use permit is required unless a special use permit has been issued. I agree that any certificate of occupancy or inspection approval may be revoked and rescinded and utility service to the above address and premises may be stopped without notice if it is found by the City of Woodway that I have misrepresented anything in this application or if any part of the property or premises for which this building permit is requested is used in violation of any ordinance of the City of Woodway or for which a special permit is required unless a special permit has been issued. I understand that I am responsible for complying with any subdivision notes, deed restrictions, and/or development restrictions (i.e. height, screen, and access) on this property.

**SITE PLAN REQUIREMENTS**

Accessory structures are to be placed in accordance with the following City Ordinances:

Section 7.3: - Accessory Buildings shall be Located in Accordance With The Following Rules:

7.301: Accessory buildings and swimming pools may be located in a rear yard, but may not occupy more than thirty (30) per cent of a rear yard.

7.303: An accessory building more than (5) feet from a main building may be erected within two feet of a side or rear lot line, but must be located at least sixty (60) feet from the front street line; provided, however, that on corner lots accessory buildings may not be erected within the area required for the side yard along the side street as described in Section 4.202. (Amended 2-25-85)

7.304: Where a garage is entered from an alley, it must be kept ten (10) feet from the alley line.

7.305: On corner lots, the minimum buildable width of thirty (30) feet (see Section 4.202) for main buildings is reduced to twenty-two (22) feet for accessory buildings.

> Using a copy of the property survey, please draw a site plan. If you do not have access to the survey, you may request that the Community Services Department locate and provide you with a copy of the property's plat. Site plans must contain the following information:

- ~ All setbacks and easements located on the property (accessory structures will not be permitted in easements)
- ~ The location of all existing structures (house, pool, other accessory buildings, etc.)
- ~ The location of all overhead electrical service lines (including those running to existing structures)
- ~ The proposed location of the accessory structure being added, including measurements:
  - \* Distance from primary structure (house) to proposed accessory structure (AT LEAST 5 FEET)
  - \* Distance from proposed accessory structure to side and rear property lines
  - \* Distance from front curb (AT LEAST 60 FEET)

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEW NOTES (FOR STAFF USE)