

INFORMATION FOR PROPOSED ACCESSORY STRUCTURES

IF YOUR PROJECT IS A NEW DWELLING SKIP THIS PAGE AND GO TO PAGE 4

COMPLETE THE SECTIONS THAT BEST DESCRIBE THE WORK YOU INTEND TO PERMIT WITH THIS APPLICATION. CHECK THE APPROPRIATE BOX AND PROVIDE THE DIMENSIONS AND OVERALL SQUARE FOOTAGE OF THE PROJECT.

IF YOU NEED HELP COMPLETING ANY PART OF THIS APPLICATION, WE WILL BE GLAD TO ASSIST YOU. IF YOU ARE CURRENTLY OUTSIDE OUR OFFICE PLEASE CALL 469-4046 FOR ASSISTANCE.

Accessory Structure. Structures attached to the main dwelling or detached structures without sides or walls.

Deck (wood)	Size: _____ x _____	Total Floor Area (SF): _____
Porch with roof (screened or open)	Size: _____ x _____	Total Floor Area (SF): _____
Structure without sides (carport, gazebo)	Size: _____ x _____	Total Floor Area (SF): _____
Sunroom (a structure where the combined area of windows and skylights exceed 40% of the total area of the exterior walls and roof)		
Unheated	Heated by: Gas Electric	Size: _____ x _____ Total Floor Area (SF): _____
Pergola/Trellis	Size: _____ x _____	Total Floor Area (SF): _____
Other _____	Size: _____ x _____	Total Floor Area (SF): _____

Notes:

1. A design by a NC Licensed PE or Architect is required for a deck (post & beam) supporting an enclosed space
2. An electrical permit is required for all sunrooms and may be required for decks and covered porches

Detached Building. Structures separated from the main dwelling which are enclosed with walls.

Storage building, workshop or garage* Size: _____ x _____ Total Floor Area (SF): _____

- A. List the total gross floor area of all floors for existing and proposed detached accessory buildings on this lot _____
- B. List the heated square footage of the principal dwelling from the Wake County Register of Deeds website _____

* For lots less than 40,000 square feet (0.918 acre) the combined floor area of all detached accessory buildings/structures cannot be greater than 33 percent of the heated square footage of the main dwelling. For lots larger than 40,000 SF see LDO 5.3.2 for building limitations.

Swimming Pools, Hot Tubs & Spas. Any structure intended for swimming or recreational bathing that contains 24 inches of water.

Spa or hot tub supported by a deck**	Size: _____ x _____	Total Area in SF: _____
Spa or hot tub supported by a concrete slab	Size: _____ x _____	Total Area in SF: _____
Swimming pool	Size: _____ x _____	Total Area in SF: _____
Patio/decking associated with pool	Size: _____ x _____	Total Area in SF: _____
Other _____	Size: _____ x _____	Total Area in SF: _____

**Deck requires foundation design by a NC Licensed PE or Architect (provide the design with this application)

Notes:

1. A drawing showing the existing or proposed barrier fence design must be provided with this permit application
2. More information is provided on our Department's [Guide for Residential Swimming Pools, Spas, and Hot Tubs](#)

Plot Plan. Two copies of the plot plan are required for projects with proposed work outside of the exterior walls of the principal dwelling.

- Draw with a permanent medium (no pencil) showing the entire lot with the outline of all buildings located on the lot
- Draw to an engineer's scale (1" = 20' or 1" = 30') using the largest scale that will fit on 8½" x 11" or 8½" x 14" paper
- Include cantilevers, decks, porches, driveways, retaining walls, HVAC equipment and electrical service/meter
- Include easements, buffers and the setback table from the recorded plat along with any other deed restrictions
- Include dimensions for all proposed buildings and structures consistent with the plans provided for review
- Indicate the distance from each property line to the proposed building or structure at the nearest point as measured at a right angle to the respective property line
- For swimming pools, spas or hot tubs include the associated pool decking surround (usually concrete, masonry or stone), the distance of the decking surround to the property line and the location of the required barrier fencing
- Include impervious surface calculations on lots where impervious limitations are listed on the recorded plat
- Provide a plot plan stamped "Approved" by the appropriate county if a well or septic system exists on the lot