
Accessory Building Permit Information Guide

Current Adopted Codes

2018 International Building Code (with regional amendments)

Permit Application:

1. Complete Building Permit Application.
2. Register all sub-contractors with the City and list them on the permit application. Provide an accurate email address for the person responsible for the project for each sub-contractor doing work on the project.

Plan Review/Permit Submittal:

Upload construction documents, items #1-3 digitally into MyGov:

(Use Project Template: Building Accessory Structure Permit)

1. Completed Building Permit Application.
2. Site Plan indicating all property lines, easements, location and setbacks of the proposed accessory building.
3. **A combined set of construction plans containing the following information:**
 - A Foundation plan.
 - A framing plan.
 - Building elevations.
 - Electrical details.
 - Plumbing details.
 - Typical cross section.
4. **All plan review feedback will be available through the MyGov Portal.**
5. No work may begin until the permit has been issued.
6. Permit fee- Accessory buildings not exceeding 120 square feet- no charge
Accessory buildings exceeding 120 square feet- \$7.00 per \$1,000.00 of value for each structure or \$75.00, whichever is greater.
7. Approved plans (min. 11 X 17) must be onsite for the inspection.
8. Inspections can be requested via MyGov, by email at permits@roysecity.com or by calling 972-524-4710.



Ordinance Guidelines:

- **Front Yard** – Detached accessory buildings shall not be located in the area defined as the front or street yard.
- **Rear Yard** – There shall be a rear yard setback not less than five (5) feet from any lot line, alley line, or easement line. Garages or other accessory buildings located within the rear portion of a lot, as heretofore described, shall not be located closer than fifteen (15) feet to the main building nor nearer than five (5) feet to any side lot line.
- **Side Yard** – No detached residential garage or carport shall be erected or placed within eight (8) feet from any side lot line. No other accessory buildings shall be erected or placed within five (5) feet of any side lot line or easement.
- No accessory building shall be erected within ten (10) feet of any other building, except detached residential garages may be located within five (5) feet of the main dwelling.
- **Area/size allowed:** The maximum allowable area for any accessory building or accumulative total floor area is identified in the chart below. There shall be no more than two buildings per lot, the total of buildings being not larger than 25% of the required rear yard of the lot. A primary residence is not included in the two building per lot total. Except that, the maximum allowable area or accumulative total floor area for any accessory building, located in an “A” - Agricultural District, may be greater than one thousand eighty square feet (1,080 sq. ft.) provided that the area of the accessory building is not greater than the primary structure on the lot.

Greater Than	Maximum Lot Area	Maximum Square Feet of Accessory
0.20 acre	0.25 acre	220 sq. ft.
0.26 acre	0.50 acre	320 sq. ft.
0.51 acre	0.75 acre	440 sq. ft.
0.76 acre	1.00 acre	540 sq. ft.
1.01 acre	1.25 acre	660 sq. ft.
1.26 acre	1.50 acre	760 sq. ft.
1.51 acre	1.75 acre	880 sq. ft.
1.76 acre	2.00 acre	960 sq. ft.
2.01 acre	+	1,080 sq. ft.

(Ordinance 12-03-884 adopted 3/13/12)