



## CITY OF DALLAS CENTER

### ACCESSORY BUILDING PERMIT APPLICATION

1502 Walnut Street, PO Box 396, 50063 | Office: 515-992-3725 Fax: 515-992-3764  
email: [cityhall@dallascenter.com](mailto:cityhall@dallascenter.com) | Website: [www.dallascenter.com](http://www.dallascenter.com)

Date of Application	Rec'd By	Date Issued	Permit No.												
<b>A SITE PLAN OR SURVEY MUST BE COMPLETED ALONG WITH COMPLETED APPLICATION</b>															
Applicant/Property Owner:															
Address:															
City	State	Zip													
Phone	Email	Zoning													
List any easements and/or buffers on the property along with their size and type:															
Corner Lot? Yes <input type="checkbox"/> No <input type="checkbox"/> Separate Building <input type="checkbox"/> <b>OR</b> Connected to Existing Structure <input type="checkbox"/>															
Number of Existing Accessory Buildings: _____ Total Sq Ft of Existing Accessory Buildings _____															
Area (square feet) of Proposed Building: _____ Area (square feet) of Residence Yard: _____															
<b>Please note that if wiring or plumbing is proposed, a separate trade permit is required for each</b>															
<table border="1"><thead><tr><th>TYPE</th><th>SIZE</th><th>SETBACKS</th></tr></thead><tbody><tr><td><input type="checkbox"/> Storage Shed</td><td rowspan="4">Width: _____ Length: _____</td><td>Side: _____</td></tr><tr><td><input type="checkbox"/> Garage</td><td>Rear: _____</td></tr><tr><td><input type="checkbox"/> Workshop</td><td></td></tr><tr><td><input type="checkbox"/> Other (Please Describe)</td><td></td></tr></tbody></table>				TYPE	SIZE	SETBACKS	<input type="checkbox"/> Storage Shed	Width: _____ Length: _____	Side: _____	<input type="checkbox"/> Garage	Rear: _____	<input type="checkbox"/> Workshop		<input type="checkbox"/> Other (Please Describe)	
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Valuation: \$ _____ (if applicable)															
<b>Additional Acknowledgements:</b>															
<ul style="list-style-type: none"><li>No Accessory Building shall exceed 30% of the building coverage of the back lot.</li><li>The maximum height of an accessory building shall be 15 feet. The height shall be measured from grade and shall include the foundation or retaining walls.</li><li>No accessory building shall be placed within 5 feet of any other building on its own property or any adjacent properties unless it meets applicable separation requirements of the City's Fire Code.</li><li>No accessory structure shall be built upon any lot until construction of the principal structure has begun.</li></ul>															
I agree to comply with all city ordinances and state laws regulating building construction. I further agree and understand that the City of Dallas Center has not, by issuance of this permit, reviewed, nor does it make any representation concerning, any covenants or any restrictions where there may be covenants or other restrictions prohibiting the proposed improvements. I understand that construction on any easement will be at my own risk and responsibility and that I will be liable for any necessary removal should it become necessary. It is the property owner's responsibility to determine their own property line and to assure improvements are built in compliance with this application. Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee shall be doubled. This permit shall expire if work has not commenced or has been abandoned for 120 days. A new permit will be required. Permit expires if work has not been substantially completed within two (2) years of issuance.															
Authorized Signature		Date													
<b>ACCESSORY BUILDING INSPECTIONS ARE REQUIRED- TO SCHEDULE AN INSPECTION UPON COMPLETION OF THE PROJECT</b>															
<b>**CALL VEENSTRA &amp; KIMM @ 515-850-2980**</b>															
APPROVED BY:	DATE:	PERMIT FEE:													
FINALED BY:	DATE:														

## **165.24 ACCESSORY BUILDINGS AND GARAGES**

No accessory building or structure which exceeds 10 feet in height, nor any fence which exceeds seven feet in height, shall be erected in a required yard or court, except as provided hereinafter.

1. Accessory buildings, including roof overhangs, shall be at least three feet from lot lines of adjoining lots which are in any "R" District, and at least five feet from lot lines of adjoining lots which are in any "E" District. On a corner lot they shall conform to the setback regulations on the side street. There shall be at least five feet from any other separate building or structure on the same lot, and at least five feet from any alley line, if any, except that, when any entrance to an accessory building for automobile access faces an alley, said accessory building shall be at least 20 feet from the alley line.
  - a. Over 600 sq ft requires a BOA Meeting
  - b. Front Yard Setback – 30'
2. Accessory buildings, except buildings housing animals or fowl, may be erected as part of the principal building or may be connected thereto by a breezeway or similar structure, and such accessory building shall be considered as part of the principal building for all yard requirements.
3. A carport or garage for a residence may be in a side yard provided that a full required side yard is provided between the garage or carport, and the side lot line. An accessory building within 60 feet of the front lot line shall have a full side yard between it and the side lot line.
4. The garage building shall not exceed one story or 15 feet in height in any "R" District and shall not exceed 25 feet in height [with the exterior side wall not exceeding 16 feet in height] on a lot containing one acre or more in any "E" District". The height shall be measured from grade and shall include the foundation of retaining walls.
5. An accessory structure which is adaptable to underground construction (such as a tornado shelter, garage, wine cellar, etc.) may be constructed beneath the ground surface of any yard area; providing said structure shall comply with the following requirements.
  - a. No portion of the structure shall be located less than three feet, measured horizontally, from any lot line.
  - b. The surface area covering the structure shall be finished in a manner natural to the landscape so as to entirely conceal the underground structure.
  - c. No portion of the grade of the finished surface area above the structure may exceed a two foot height increase above the normal finished grade of any required yard.
  - d. Ingress-egress to the underground structure shall be located within the allowable surface building area of the lot and shall not be located in any required yard area.
6. Accessory buildings and structures, regardless of height, which are constructed above the normal ground surface in any required yard area shall not occupy more than 30% of the yard area in which it is located; however, this regulation shall not be interpreted to prohibit the construction of a garage not to exceed \*\*750 square feet gross building area in any "R" District, and not to exceed 1,500 square feet gross building area on a lot containing one acre or more in any "E" District.
7. No accessory building may be located between the front building line of the principal building and the front property line in any "E" District.
8. No accessory building shall be placed within 10 feet of any other building on the property or any adjacent property unless it meets the applicable separation requirements of Chapter 156 (the Fire Code).

**\*\*600 square feet or less – concrete slab. Per building code, over 1,010 square feet requires frost footings.**