



**ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION**

RECEIPT#: \_\_\_\_\_  
CHECK#: \_\_\_\_\_  
CASH: \_\_\_\_\_

PERMIT#: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_  
RECORDING FEE: \$1.00  
TOTAL FEES DUE: \_\_\_\_\_

**IS THIS A CORNER LOT: YES / NO**

NEW BUILDING / STRUCTURE SIZE: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQUARE FEET

SQUARE FOOTAGE OF PRIMARY BUILDING / STRUCTURE ON THIS PROPERTY \_\_\_\_\_ SQUARE FEET

**WILL BUILDING/SRUCTURE HAVE: YES / NO**      **ELECTRICAL** \_\_\_\_\_      **PLUMBING** \_\_\_\_\_      **HVAC** \_\_\_\_\_

LIST SIZE(S) OF ANY EXISTING ACESSORY BUILDING(S) / STRUCTURE(S) ON THIS PROPERTY:

NONE: \_\_\_\_\_ 1. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ.FT. 2. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ.FT. 3. \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ.FT.

SUBDIVISION: \_\_\_\_\_ LOT#: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

OWNER / CONTRACTOR: \_\_\_\_\_

OWNER / CONTRACTOR ADDRESS: \_\_\_\_\_

OWNER / CONTRACTORS PHONE#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**I, THE UNDERSIGNED CERTIFY THAT THE DESCRIBED WORK LISTED ON THIS PERMIT APPLICATION IS TRUE AND CORRECT. I ACKNOWLEDGE THAT ANY PERMIT ISSUED ON THE REPRESENTATION HEREIN MADE MAY BE REVOKED AT ANY TIME. WITHOUT NOTICE, ON A BREACH OF REPRESENTATION OR VIOLATION OF THE BUILDING CODES AND CITY OF OLIVE BRANCH ORDINANCE THAT REGULATE ACCESSORY BUILDINGS / STRUCTURES.**

OWNER / CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSPECTIONS THAT MAY BE NEEDED ARE LISTED BELOW**

- |                      |       |  |
|----------------------|-------|--|
| 1. SITE / LOCATION   | _____ | MAY BE NEEDED BEFORE A PERMIT CAN BE ISSUED  |
| 2. PLUMBING ROUGH-IN | _____ | IF PLUMBING PIPES WILL BE UNDER SLAB   |
| 3. SLAB              | _____ | IF NEEDED  |
| 4. FRAMING           | _____ | ELECTRICAL, PLUMBING, HVAC ROUGH-IN'S WILL BE INSPECTED IF NEEDED AT THIS INSPECTION |
| 5. FINAL             | _____ |  |



## ACCESSORY BUILDING / STRUCTURE REQUIREMENTS

### ACCESSORY BUILDINGS / STRUCTURES ARE AS LIST BELOW:

STORAGE BUILDINGS, DETACHED GARAGES / SHOPS, PERGOLAS, GAZEBOS, POOL HOUSES, AND ALL OTHER SIMILAR BUILDINGS / STRUCTURES CUSTOMARILY ASSOCIATED WITH RESIDENTIAL PROPERTIES.

**NOTE:** ALL ACCESSORY BUILDINGS / STRUCTURES MUST NOT EXCEED TWENTY (20) FEET IN HEIGHT, MUST NOT EXCEED FIFTY (50) % OF THE PRINCIPAL STRUCTURES SQUARE FOOTAGE, AND MUST NOT OCCUPY MORE THAN THIRTY (30) % OF THE REAR YARD OF THE PRINCIPAL STRUCTURE.

### PERMITS REQUIRED FOR ACCESSORY BUILDINGS / STRUCTURES:

1. BUILDING PERMIT
2. ELECTRICAL PERMIT (IF NEEDED)
3. PLUMBING PERMIT (IF NEEDED)
4. MECHANICAL (HVAC) (IF NEEDED)

**NOTE:** ALL OF THE ABOVE LISTED PERMITS MUST BE ISSUED TO A LICENSED CONTRACTOR

### ACCESSORY BUILDINGS / STRUCTURES PLANS:

1. COMPLETE SET OF PLANS (IF NEEDED)

### ACCESSORY BUILDINGS / STRUCTURES SITE PLAN:

1. SHOWING PROPOSED LOCATION OF ACCESSORY BUILDING / STRUCTURE
2. SHOWING LOCATION(S) OF ANY OTHER ACCESSORY BUILDINGS / STRUCTURES ON THE PROPERTY

**NOTE:** WHEN SELECTING A SITE FOR THE ACCESSORY BUILDING / STRUCTURE ON THE PROPERTY, PAY CLOSE ATTENTION AS TO NOT PLACE IN STORMWATER DRAINAGE AREAS.

### LOCATION REQUIREMENTS FOR ACCESSORY BUILDINGS / STRUCTURES ARE LISTED BELOW:

- \* **CORNER LOT MUST HAVE LOCATION INSPECTION AND BUILDING LINE SETBACKS\***  
**All 4 corners of the proposed building must be clearly marked (paint, flags, stakes) for location inspection.**

1. TEN (10) FEET OR MORE FROM THE REAR PROPERTY LINE
2. FIVE (5) FEET OR MORE FROM THE SIDE PROPERTY LINE
3. TEN (10) FEET OR MORE FROM THE PRINCIPAL STRUCTURE (SEE EXCEPTION)

**EXCEPTION:** IF AN ACCESSORY BUILDING / STRUCTURE IS BUILT LESS THAN TEN (10) FEET FROM THE PRINCIPAL STRUCTURE ON THE PROPERTY, IT IS CONSIDERED PART OF THE PRINCIPAL STRUCTURE AND MUST THEN MEET THE SAME SETBACKS AS THE PRINCIPAL STRUCTURE.



**ACCESSORY BUILDING / STRUCTURES REGULATIONS**

**I, THE UNDERSIGNED UNDERSTAND THAT I HAVE ONLY MADE AN APPLICATION FOR A ACCESSORY BUILDING / STRUCTURE PERMIT TO BE CONSTRUCTED OR PLACED ON THE JOB SITE LISTED BELOW AND THAT NO WORK MAY BEGIN UNTIL, THIS PERMIT APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT.**

LISTED BELOW ARE THE STEPS NEEDED TO GET AN ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION APPROVED:

1. A SITE INSPECTION BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT MAY BE NEEDED AND APPROVED BEFORE THIS PERMIT APPLICATION CAN BE ISSUED. **(On corner lots, site inspection is REQUIRED)**
2. IF A SITE INSPECTION IS NEEDED, THE OWNER / CONTRACTOR SHALL HAVE THE LOCATION OF THE ACCESSORY BUILDING / STRUCTURE MARKED WITH FLAGS, STAKES, OR PAINTED ON THE GROUND.
3. AFTER THE SITE INSPECTION HAS BEEN COMPLETED AND APPROVED AND THE ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION HAS BEEN REVIEWED AND APPROVED. YOU WILL BE NOTIFIED THAT YOUR ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION CAN BE ISSUED. AT THIS TIME WORK MAY BEGIN.
4. IF AFTER THE SITE INSPECTION AND ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION REVIEW HAS BEEN COMPLETED AND WE CAN NOT APPROVE YOUR ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION. YOU WILL BE NOTIFIED OF THE REASON(S) THAT WE COULD NOT APPROVE YOUR ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION. WHEN YOU HAVE ADDRESSED AND CORRECTED THE REASON(S) THAT WE GAVE YOU FOR NOT APPROVING YOUR ACCESSORY BUILDING / STRUCTURE PERMIT APPLICATION, WE WILL THEN BE ABLE TO ISSUE THE ACCESSORY BUILDING / STRUCTURE PERMIT.

**NOTE: NO WORK MAY BEGIN UNTIL THE ABOVE REQUIREMENTS HAVE BEEN COMPLETED AND APPROVED**

**I, THE UNDERSIGNED HAVE READ AND UNDERSTAND THESE REQUIREMENTS AND REGULATIONS THAT THE CITY OF OLIVE BRANCH HAS IN PLACE TO REGULATE ACCESSORY BUILDINGS / STRUCTURES. I AGREE TO COMPLY WITH ALL OF THESE REQUIREMENTS AND REGULATIONS, AS IT APPLIES TO THE ZONING DISTRICT IN WHICH I WILL BE CONSTRUCTION OR PLACING AN ACCESSORY BUILDING / STRUCTURE.**

JOB SITE ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT#: \_\_\_\_\_

OWNER / CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_