



Residential Permit Application

Permit No: _____

ADDRESS OF PROJECT: _____ LOT: _____ BLOCK: _____

SUBDIVISION: _____ County: _____

OWNER NAME: _____ PHONE: (____) _____

OWNER ADDRESS: _____ CITY _____ STATE _____ ZIP _____

OWNER E-MAIL ADDRESS: _____

CONTRACTOR NAME: _____ PHONE: (____) _____

STREET ADDRESS: _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR E-MAIL ADDRESS: _____

SUB-CONTRACTORS *All general contractors and sub-contractors (electrical, mechanical, plumbing, etc.) must be registered with the City.

MECHANICAL CONTRACTOR: _____

ELECTRICAL CONTRACTOR: _____

PLUMBING CONTRACTOR: _____

OTHER: _____

Permit Type

- | | | |
|---|---|---|
| <input type="checkbox"/> Addition/Remodel | <input type="checkbox"/> Carport | <input type="checkbox"/> Retaining/Screening Wall |
| <input type="checkbox"/> Construction Trailer | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Driveway/Flatwork | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> Foundation Slab/Repair | <input type="checkbox"/> Water Well | <input type="checkbox"/> Roof Replacement |
| <input type="checkbox"/> Storm Shelter | <input type="checkbox"/> Fence | <input type="checkbox"/> Patio Cover/Arbor/Pergola/Deck |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Fire Damage Repair | <input type="checkbox"/> Manufactured Home |

DESCRIPTION OF IMPROVEMENT: _____

SQUARE FOOTAGE OF LOT SIZE: _____ SQUARE FOOTAGE OF ADDITION OR LIVING AREA: _____

SQUARE FOOTAGE OF GARAGE AND/OR PATIO: _____ SQUARE FOOTAGE OF ACCESSORY BUILDING: _____

SETBACKS: FRONT _____ REAR _____ LEFT _____ RIGHT _____

RE-ROOF: REPLACING DECK? _____ GAS APPLIANCES? _____

HEIGHT OF FENCE: _____ TYPE OF MATERIAL: _____

FENCES ON CORNER LOTS REQUIRE SETBACK of 15' FROM CURB: _____ (initial)

ALL POSTS SHALL BE ORIENTED TOWARD THE INTERIOR OF THE LOT WITH THE SMOOTH SIDE FACING OUT: _____ (initial)

PROJECT IN THE 100-YEAR FLOODPLAIN? ____No ____Yes (If YES, plans shall comply with floodplain regulations.)

ALL MATERIALS SUBMITTED TO THE CITY ARE THE PROPERTY OF THE CITY OF CELINA AND MAY NOT BE AVAILABLE FOR RETURN.

THIS CERTIFIES THAT ON THIS DATE, APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF CELINA, AND BY THIS SIGNATURE, THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES, AMENDMENTS, AND CITY ORDINANCES.

APPLICANT PRINTED NAME: _____ DATE _____

APPLICANT SIGNATURE: _____ DATE _____

Development Services
Building Inspections
142 N. Ohio St.
Celina, TX 75009
972-382-2682
permits@celina-tx.gov
RVSD 12/14/18



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ACCESSORY BUILDING / BARN PERMIT

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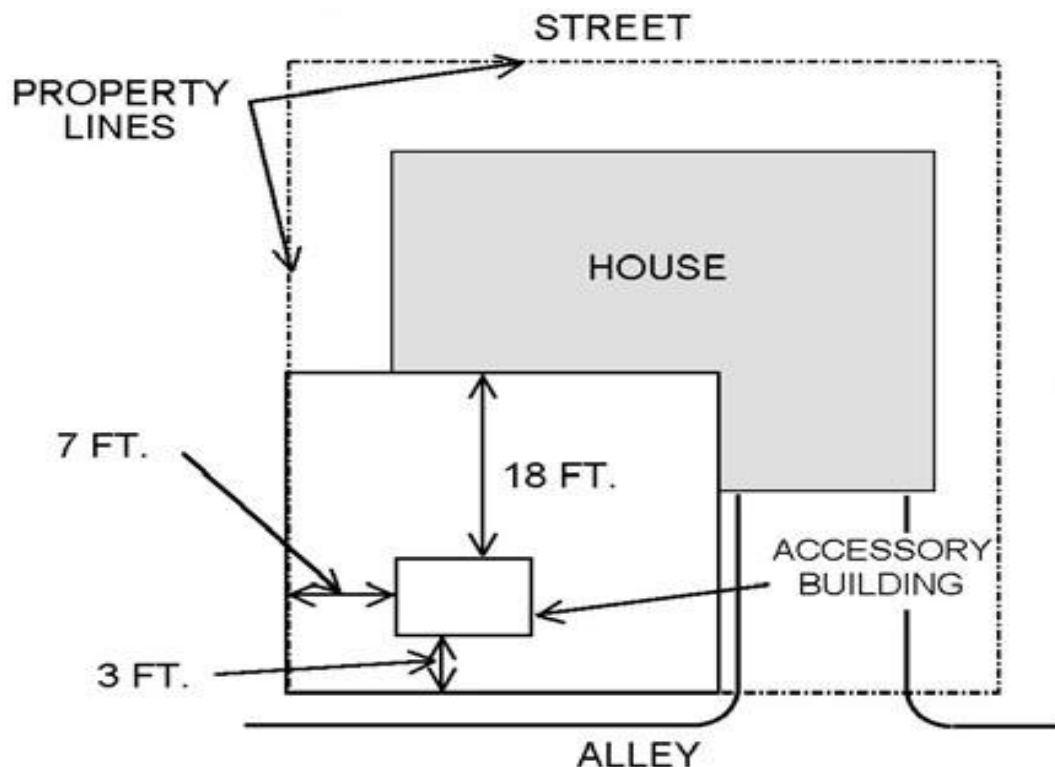
INFORMATION NEEDED FOR SUBMITTAL:

- ❖ Provide survey/ plot plan showing the following:
 - Show all platted setback lines and easements
 - Lot, block, street address and subdivision information
 - Proposed location of the accessory building
 - Contractors addresses and phone numbers
 - Show distances between new building and property lines
 - Show existing structures on lot (house, shed, pool, etc.)
- ❖ Provide construction plans with the following:
 - Framing Plans with details including materials to be used
 - Foundation plans; if a concrete slab is used (all others may require engineer stamps)
 - Elevation drawings with dimensions: include materials to be used.
 - A detailed drawing or picture of the proposed building (see example below)
 - HOA approval letter (if applicable)

For Accessory Dwellings Include Energy Compliance Certificate -2018 IECC. (ResCheck, Energy Star, RemRate,etc.)

If this property contains an on-site facility, please contact the respective county official to determine if OSSF setback requirements are met. Provide the City of Celina with a Collin County stamp on the plans or copy of the permit. Collin County (972)548-5585 Denton County (940)349-2920

Plans must be stamped by the respective official





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FEES, REQUIREMENTS AND INSPECTIONS

Accessory building and dwelling permit fees: See Fee Schedule

Requirements and Inspections:

1. Accessory structures include, but are not limited to, detached garages and carports, patio covers, arbors, gazebos, cabanas, outdoor kitchens, recreational fire-pits, sheds, and other enclosures. Agricultural accessory buildings include barns, stables, coops, or any enclosure designed to accommodate farming or ranching supplies, livestock or fowl.
2. Accessory buildings are not allowed to be used as additional living quarters. (Dwellings)
3. Accessory Dwelling Unit (ADU) - An ADU is a subordinate building/structure intended for habitation. ADUs shall not be permitted without a main building or primary use in existence and are subject to zoning district regulations.
4. Accessory buildings 120 square feet or less that will not have electricity, plumbing or HVAC do not require a building permit but shall meet all height and setback requirements.
5. A Conditional Use Permit may be required before permit can be issued.
6. Electric, plumbing or HVAC that is to be installed requires a permit.
7. Accessory Structures are not allowed in the front yard, over an easement or in the right of way.
8. There may be additional stipulations required by your homeowners association or deed restrictions on your property. It is advised to check with either the County Clerk or your homeowners association to ensure you are in compliance.

(a) Inspections (check with the Building Official for inspections based on your project)

1. Foundation (third party stamped inspection letter required with application)
2. Framing
3. Electrical – prior to cover-up
4. Plumbing – prior to cover-up
5. HVAC – prior to cover-up
6. Final



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Sec. 14.04.002 Accessory Structures

Adopted 11-13-18

- (a) **Definition.** An accessory building is defined as any structure, either attached or detached from the main dwelling or commercial building, the use of which is incidental to that of the main structure and located on the same lot. Accessory structures include, but are not limited to, detached garages and carports, patio covers, arbors, gazebos, cabanas, outdoor kitchens, recreational fire-pits, sheds, and other enclosures. Agricultural accessory buildings include barns, stables, coops, or any enclosure designed to accommodate farming or ranching supplies, livestock or fowl. Fences are not included in this definition of "accessory structure."
- (b) **Permit required.** An accessory structure that is less than or equal to 120 square feet (approximately 10' X 12') in size shall not be required to obtain a building permit, but shall meet all height and setback requirements of this article. An accessory structure that is greater than 120 square feet in size OR any size structure that is attached to the main building shall be required to have a building permit, be inspected by the City, and meet the requirements of this article.
- (c) **Allowed Accessory Building Uses.** Allowed accessory uses are listed in the requirements for each zoning district provided for by this Chapter. However, in general, no commercial uses are allowed in an accessory building. In addition, an accessory structure may only be used for dwelling purposes in the AG, Agricultural, SF-E, Single Family Estate, or OT-R, Old Town Residential zoning districts and in no case may be rented to a person other than a family member or permanent member of the household staff.
- (d) **General Provisions.**
- (1) Attached structures. Any structure that is attached to the principal building shall be considered a part thereof and shall comply with all the requirements for the principal structure, unless otherwise provided herein. Unenclosed structures, such as patio covers and gazebos, may encroach into the rear and side yard setback so long as a five (5) foot setback is maintained from all property lines.
 - (2) Detached structures. Detached structures shall comply with the requirements set out in this article and may not be located in the front yard or between the primary structure and any street.
 - (3) Easements. Accessory buildings shall not be located within or over an easement or right-of-way, unless approved in writing by the holder of the easement.
 - (4) Prohibited storage. Containerized storage, cargo storage, and/or trailer storage shall not be permitted. Notwithstanding the above, temporary storage pods may be placed within a private driveway (but not blocking any portion of the right-of-way or sidewalk) for a period not to exceed seven (7) days for the purposes of loading or unloading furnishings or other goods.
 - (5) Not allowed in front yard. Accessory structures shall not be located in the front yard area. This excludes temporary uses such as basketball hoops, bike, or skateboard ramps, or other movable recreational devices. However, any such device shall be located entirely within the boundaries of the private property and shall not be placed in the right-of-way, the street, the sidewalk, or the parkway (defined as the grassy area between the sidewalk and the curb).
 - (6) Approval. Building permits are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.



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(e) General Development Standards for Accessory Buildings.

TABLE A

MAXIMUM NUMBER, TYPE, AND SQUARE FOOTAGE PER LOT SIZE in RESIDENTIAL DISTRICTS

	<i>Less than one acre</i>	<i>1-2.99 acres</i>	<i>3 acres or Greater</i>
Max number of accessory structures	2	3, plus barn	No Limit
Max square footage of all accessory structures	600 or 25% of house sq.ft. whichever is greater	4,000	10,000
Max height of accessory structures, measured at eave of structure {other than barns}	10 feet	16 feet	20 feet
Barns allowed {includes other agricultural structures}	No	Yes	Yes
Max square footage of barns	N/A	4,000	10,000
Max height of barns {at ridge line}	N/A	35 feet	35 feet

(f) Architectural Standards for Accessory Buildings (barn structures and greenhouses excluded - see Section 14.04.002, Part Two, (h) and (i) for specific regulations related to barns and greenhouses).

- (1) Permits are required for all accessory structures that are greater than 120 square feet.
- (2) Permanent and/or engineered foundations may be required per the adopted International Code.
- (3) Accessory structures less than or equal to 120 square feet are not subject to architectural standards for exterior materials, but must be properly anchored to the ground per the International Residential Code (IRC).
- (4) Accessory structures that are between 121 and 200 square feet shall be constructed of wood, treated engineered wood, metal, cementitious fiberboard, brick, stone, or stucco. Materials from the approved list may be combined.
- (5) Accessory structures that are between 201 and 600 square feet shall be constructed of treated engineered wood, cementitious fiber board, brick, stone, or stucco that blend and compliment the main structure. In addition, accessory structures between 201 and 600 square feet shall incorporate a brick or stone wainscot (36" in height for structures: < 12 feet in height; 48" in height for structures >12 feet in height, measured at the eave) in an exterior material that is generally similar to or blends with the masonry material of the main structure, if applicable. Materials from the approved list may be combined.
- (6) Accessory structures that are greater than 600 square feet shall generally match the exteriors of the main structure in terms of types of materials, percentages of materials, and color.
- (7) All accessory structures shall be earth tones in color.
- (8) Metal buildings require raised or standing seams, minimum 26" gauge, corner trim, pre-installed, baked-in finish that cannot be bold colors.



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(g) Setback and Siting Regulations for Most Accessory Structures (see Part Two for specific accessory structure types)

- (1) No accessory structures shall be located in front yards and may not be located between the primary structure and the street.
- (2) Accessory structures that are attached to a residence or non-residential building shall abide by the side and rear yard setbacks of the governing zoning district.
- (3) Detached accessory structures in residential zoning districts shall observe the following side yard setbacks:
 - i. Typical side yard setback shall be three (3) feet.
 - ii. Side yard setback when also facing a street shall be fifteen (15) feet.
- (4) Detached accessory structures in residential zoning districts shall observe the following rear yard setbacks:
 - i. Rear yard setback shall be three (3) feet for structures that are <250 square feet in size, no greater than eight (8) Feet at the eave line, and screened from the alley or adjacent property by a solid fence.
 - ii. Rear yard setback shall be five (5) feet for structures that are 250 square feet in size OR that do not meet the height or fence requirement cited above.
 - iii. Accessory structures adjacent to greenways (parks, golf courses, playground, or community open space) shall be the same setback as the main structure in the governing zoning district.

Part Two - Regulations for Specific Accessory Structures

These regulations supersede any general regulations listed in Part One. However, if a standard is not specifically mentioned within the Specific Accessory Structure regulations, below, then the regulations stated in Part One apply.

(a) Accessory Dwelling Units (ADUs).

- (1) Application. All ADUs require a building permit that includes a site plan indicating the proposed placement of the accessory dwelling unit.
- (2) Definition. An ADU is a subordinate building/structure intended for habitation. ADUs shall not be permitted without a main building or primary use in existence and are subject to zoning district regulations.
- (3) Zoning. ADUs are prohibited in all zoning districts other than the AG, Agricultural zoning district, SF-E, Single- Family Estate zoning district, or OT-R, Old Town Residential zoning district. ADUs shall be allowed as an incidental residential use of a primary residential structure, located on the same lot as the primary residential structure, may be occupied only by the residents or guests of the primary residential structure, and shall meet the standards listed herein.



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- (4) Regulations. The following area regulations shall be observed for all ADUs whether located on the ground or erected over a private garage:
 - i. An ADU may not be sold separately from sale of the entire property, including the primary residential structure, and shall not be rented or sublet;
 - ii. An ADU is not permitted without the primary residential structure;
 - iii. Utility services shall be metered by the same meter as that which serves the main structure on the premises;
 - iv. ADUs shall abide by the same setback, height, and architectural regulations as detached garages, except that the rear yard setback shall be twenty (20) feet;
 - v. The total conditioned square footage of an ADU is limited to 800 square feet for lots that are less than one-half ($\frac{1}{2}$) acre in size. Lots that are one-half ($\frac{1}{2}$) acre or greater in area may construct an ADU up to 1,200 square feet if all other regulations are met. An ADU must be constructed to the rear of the primary residential structure, and may be attached to or separate from the main dwelling (note that ADUs that are attached to the main structure that cause the overall structure to be greater than the threshold set by the Fire Codes may require the entire structure to be sprinklered);
 - vi. No ADU or living quarters shall be used or occupied as a place of abode or residence by anyone other than a family member or guest of the owner/occupant of the primary residential structure or a bona fide caretaker, servant or farm worker actually and regularly employed by the landowner or occupant of the main building; and
 - vii. Only one ADU, including a garage ADU, or servant's/caretaker's quarters, shall be allowed on any lot, and the ADU shall be clearly incidental to the primary residential structure.
- (5) Architectural requirements. ADUs require the following design elements:
 - i. The exterior facades of an ADU shall be constructed of a masonry material (brick, stone, and stucco) or materials that are generally similar to the materials, percentages, and colors used on the main building or structure.
 - ii. Cementitious fiberboard or treated engineered wood may be used to fulfill masonry requirements for a detached accessory building or structure of 200 square feet or less.
- (6) Approval. Building permits for ADUs are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.

(b) Accessory Buildings for Schools and/or Churches.

- (1) Application. All accessory buildings used for schools or churches require a building permit.
- (2) Regulations. The following regulations apply to school and church accessory buildings:
 - i. Churches, regardless of the zoning district, may have no more than two (2) accessory buildings. The total floor area of all accessory buildings shall not exceed thirty (30%) of the square footage of the first floor of the main building or 3,000 square feet, whichever is less. Accessory buildings utilized by churches are exempt from the Architectural Standards listed in this Article.
 - ii. Schools, regardless of the zoning district, may utilize accessory/temporary buildings only as approved by the Planning and Zoning Commission and the City Council. Accessory buildings utilized by schools are exempt from the Architectural Standards listed in this Article.
 - iii. Placement of such facilities shall be selected to minimize visibility from the right-of-way.
 - iv. All associated service and utility lines shall be buried.
 - v. Skirting for the building is required, as is concrete pedestrian access, in addition to any required ramps
 - vi. A stabilizing foundation in compliance with the approved building code must be provided.
 - vii. All building's shall be perpetually maintained and repaired in a safe, reasonably good, and attractive manner by the property owner in a manner that protects against the elements, is structurally safe, and corrects any visual ills or other problems.



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- (3) Approval. Building permits are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.

(c) Swimming Pools, Spas, and Hot Tubs.

- (1) Application. All swimming pools and spas/hot tubs require a building permit.
- (2) Regulations. The following regulations apply to swimming pools and spas/hot tubs:
 - i. Shall not be located in the front yard area;
 - ii. Shall comply with the minimum side yard and corner lot requirements for accessory structures;
 - iii. The setback shall be a minimum 5 feet from any property line to the water's edge; and
 - iv. The setback shall be a minimum 3 feet from any property line for decking or flatwork.
- (3) Approval. Building permits are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.

(ci) Detached Garages.

- (1) Application. All detached garages require a building permit.
- (2) Regulations. The following regulations apply to detached garages:
 - i. Front yard setback shall be twenty (20) feet for front-loading garages;
 - ii. Rear yard setback shall be twenty (20) feet for alley access garages;
 - iii. Side yard setback shall be twenty (20) feet for garages with access to a side street.
 - iv. Typical side yard setback shall be five (5) feet;
 - v. The size, height, and architectural restrictions are the same as for accessory structures listed in Table A of this Article, except that a minor height waiver for associated pitched roofs may be granted at the discretion of the Director of Development Services; and
 - vi. An exception to the sixteen (16) foot maximum height for a detached garage may be granted at the discretion of the Director of Development Services for garages that are designed for oversized vehicles, such as RVs, boats, etc. as long as the overall height remains lower than the overall height of the main structure.
- (3) Architectural requirements. The exterior facades of detached garages shall be constructed of a masonry material (brick, stone, stucco) or materials that are generally similar to the materials, percentages, and colors used on the main structure.
- (4) Approval. Building permits are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.

(cii) Carports.

- (1) Application. All carports require a building permit which includes a site plan indicating the proposed placement of the carport.
- (2) Regulations. The following regulations apply to carports:
 - i. Metal support poles required;
 - ii. Carports shall have a pitched roof or be sufficiently slanted to drain and shall be attached to the primary residence;
 - iii. Carports are prohibited in any front yard;
 - iv. Setbacks for carports shall be the same as for the primary structure in the governing zoning district; and
 - v. Manufactured homes may install a carport, which shall be designed to shelter a maximum of two (2) vehicles, shall not exceed ten (10) feet in height, and shall not be located closer than three (3) feet to any side or rear lot line.
- (3) Approval. Building permits are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.



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(f) Patio Covers or Outdoor Rooms.

- (1) Application. All enclosed or covered patios require a building permit for the above-ground structure.
- (2) Regulations. The following restrictions shall apply to all covered patios, enclosed patios, or partially enclosed patios, patio covers, outside rooms, and other similar installations.
 - i. Patio covers or outside rooms that are attached to the primary structure and are >250 square feet shall be setback a minimum of three (3) feet of any property line;
 - ii. Patio covers or outside rooms that are attached to the primary structure and are >250 square feet shall be setback a minimum of five (5) feet of any property line or the same setback for the primary structure, whichever is greater;
 - iii. Metal or wood may be used as support structures, but the wood must be treated or otherwise impervious to rotting;
 - iv. Open roofing on patio covers and/or outdoor rooms may be constructed of wood beams that have been treated or otherwise impervious to rotting; and
 - v. Covered or partially enclosed patios may be connected to the primary structure. However, should the applicant wish to convert the partially enclosed patio into a fully functioning room, the setbacks for the zoning district in which the residence is located shall apply.
- (3) Approval. Building permits are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.

(g) Patios, Flatwork (Concrete or Pavers).

- (1) Application. All patios, grading, and other residential flatwork require a building permit.
- (2) Regulations. The following restrictions shall apply to all impervious surface, concrete, grading, and other similar installations:
 - i. All new parking, drives, and approaches must be constructed with concrete to the City's engineering design criteria;
 - ii. Any flatwork, foundation, or slab greater than 200 square feet must be drawn to City standards and may require an engineer's seal;
 - iii. Flatwork shall be set back a minimum of three (3) feet from any property line;
 - iv. Flatwork is not allowed in the front yard area, unless the flatwork is for a driveway for a front-loading garage. This shall not be interpreted to allow for enlarged driveways, whose width should match the width of the enclosed garage and not be expanded into the side yard setback;
 - v. Nothing within this section allows the creation of a drainage hazard or issue, and all flatwork must be sloped or graded to drain;
 - vi. Paving is limited to twenty percent (20%) of total lot coverage, including the driveway but not including any patio, walkway, pool deck, sports courts or other paved feature; and
 - vii. A residential property shall continue to maintain the majority of each of its yard in living landscape, as required by the Landscape ordinance and administered by the Director of Development Services. Mulch, gravel, rock gardens, decorative stone, and similar material may be used for decorative patterns, beds, erosion control, and in other limited application with associated landscaping; however, their use shall not be the predominant groundcover.
- (3) Approval. Building permits are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.



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(h) Barns and Farm Accessory Structures.

- (1) Application. All farm accessory structures greater than 120 square feet in area require a building permit.
- (2) Regulations. The following regulations apply to barns, sheds, or livestock shelters related to the operation of a farm, ranch, or other private (non-commercial) agricultural operation:
 - i. Barns are not allowed on lots that are less than one (1) acre in size;
 - ii. The site on which a barn is proposed must be currently classified and in operation as an agricultural enterprise;
 - iii. Barns may be constructed of any suitable all-weather material as listed in the adopted International Building Code
 - iv. The height of barns or other farm accessory structures shall not exceed 35 ft, measured from the ground to the ridge line.
 - v. The siting of such facilities shall be selected to minimize visibility from the public right-of way.
 - vi. All associated service and utility lines shall be buried.
 - vii. Commercial operations, or operations open to the general public, are considered commercial enterprises and shall abide by all commercial building regulations and permits.
- (3) Approval. Building permits for barns and farm accessory structures are approved by the Building Official, following review and approval of the site plan by the Director of Development Services.

(i) Greenhouse Structures.

- (1) Application. Greenhouse structures require a building permit if >120 square feet.
- (2) Regulations. The following regulations apply to greenhouses:
 - i. Greenhouses may be constructed of glass, opaque plastic, and other all-weather material as listed in the adopted International Building Code;
 - ii. Typical side yard setback shall be three (3) feet;
 - iii. Side yard setback shall be fifteen (15) feet when facing a street;
 - iv. Rear yard setback shall be three (3) feet for structures that are <250 square feet in size, no greater than eight (8) feet at the eave line, and screened from the alley or adjacent property by a solid fence; and
 - v. Rear yard setback shall be five (5) feet for structures that are >250 square feet in size OR that do not meet the height and fence requirement cited above.
- (3) Approval. Building permits for greenhouses are approved by the Building Official, following review and approval of the site plan by the Director of Development Services."

(j) Commercial Structures.

- (1) Application. All structures located in non-residential, commercial, office, retail, industrial, and multi-family zoning districts, and structures associated with such land uses, are considered permanent, commercial buildings and shall obtain all necessary permits and inspections and abide by all applicable codes and masonry regulations.
- (2) Exceptions. Accessory structures with pervious roofs, such as decorative pergolas or arbors, may be constructed with fire-treated and rot-resistant wooden or comparable material with Director approval. An open air pavilion shall encase its columns in masonry that matches the primary building. Modular storage units, portable on demand storage containers, donation bins, kiosks or stands, cargo containers, and drop-off bins/trailers are considered accessory structures.
- (3) Approval. Accessory structures shall not conflict with site features such as fire lanes, landscape buffers, required parking, or other identified features deemed pertinent during the permit review process.