

Doing the Work Yourself? Instructions

ITEMS REQUIRED TO BE SUBMITTED

HOMEOWNER'S AFFIDAVIT

<https://www.annatexas.gov/DocumentCenter/View/2949/Homeowner-Affidavit>

PROOF OF HOMESTEAD STATUS FROM COLLIN COUNTY

APPLICABLE PERMIT AND PLANS

The City cannot accept an application that does not have all the required submittal items listed above.

PROCESS AND TIMING

The time it takes to review and approve a homeowner's affidavit depends on how quickly and completely responses are received from the Applicant when the Department asks for additional information.

IMPORTANT INFORMATION ABOUT DOING THE WORK YOURSELF

- Check your Homeowner's Association Rules and Regulations.
- Receive any necessary approvals from your HOA.
- Contact Texas811 to have your lines marked. <https://www.texas811.org/>
- **Per the International Residential Code, one-story, DETACHED accessory structures (residential properties) under 200 square feet, that do not contain electrical, plumbing, or mechanical, are exempt from obtaining a permit.**
- Even when a permit is not required, structures and flatwork must comply with setbacks and remain 5' away from fence lines.
- Repairing or replacing 25% or less of the total length of a fence does not require a permit.

PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.