

# Addition, Accessory, Storage Building, Pergola, Covered Patio, Deck Permit Instructions

## ITEMS REQUIRED TO BE SUBMITTED

ADDITION, ACCESSORY, STORAGE BUILDING, PERGOLA, COVER PATIO, DECK PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3665/BuildingPergolasCovered-PatioDeckApplication>

A COPY OF THE PROPERTY SURVEY IDENTIFYING LOCATION AND DIMENSIONS OF PROPOSED STRUCTURE. (pdf format)

A DETAILED SET OF PLANS SHOWING FRAMING DETAILS, LUMBER SIZE, STRUCTURAL SUPPORT METHODS, SPACING AND MEASUREMENTS. (pdf format)

FEES - *Application fees must be paid when an application is submitted to the City.*

**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 permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit. Permits will only be release to a contractor registered with the City of Anna.

**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.*

## IMPORTANT ADDITION/ACCESSORY/STORAGE/PERGOLAS/COVERED PATIO/DECK REQUIREMENTS

### Patio Covers/Arbors and Similar Structures

To construct a patio cover, arbor, or similar structure on a residential property, you must comply with all the following requirements:

**\*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 but must comply with setbacks.**

**\*\*All ATTACHED structures or DETACHED structures CONTAINING electrical, plumbing, or mechanical are REQUIRED to obtain applicable building permit(s).**

- Submit a Residential Permit Application and provide a detailed description of work being proposed.
- Application must include a copy of the property survey identifying location and dimensions of proposed structure to include distances from the home, side lot lines, and rear lot line.
- If the proposed structure is attached to the home, it becomes part of the principal building and cannot encroach the side or rear building setbacks.
- Setbacks for detached structures must maintain a minimum separation of 10' from any building and be setback 5' from side and rear property lines or fence.
- Detached structure cannot occupy more than 30% of the rear yard dimensions.
- A detailed set of plans must be submitted showing framing details, lumber size, structural support methods, spacing, and dimensions/measurements of the proposed structure.
- Structures proposed to be attached to the principal building must have an approved structural attachment to the home.
- In all cases, the typical slab for a patio will not be structurally sufficient, unless otherwise approved by the Building Official. Piers must be designed in the ground that can support the structure in compliance with the adopted code cycle.
- Any electrical, plumbing, and mechanical must be shown on the detailed set of plans.
- All trades/contractors (general, electrical, plumbing, and/or mechanical) need to be listed on the application and have a valid contractor registration with the City of Anna. (unless work is being conducted by property owner).

- All inspections must be requested and approved during the build process, including pier inspection prior to pouring of concrete, framing, leaving all attachments visible and trade inspection roughs and finals.
- Outdoor kitchens must be permitted separately with all trades doing work identified on the permit.
- Permits can only be pulled by contractors registered with the City of Anna or a homeowner, however all the requirements to build are the same as above. Homeowners must show proof that the property is listed as “homestead” on their tax record.
- Building without a permit can result in citations and/or removal of the structure.
- Neighbor's that live in a neighborhood with a Homeowner’s Association should check with their association to determine if a project requires the approval of the HOA. Deed restrictions and HOA requirements may be stricter than City requirements.

*This is not intended to be an all-inclusive list. It is simply a helpful guideline to use when constructing in the City of Anna.*