



Accessory Buildings Renovations & Additions

1. Return **completed** application form and all signed documents
2. Provide structural drawings showing above and below grade details with the following views:
 - ❑ **Section views** (vertical cut of project from roof to footings showing details from exterior surfaces to interior surfaces)
 - ❑ **Plan views** (of each floor level looking down from the top)
 - ❑ **Elevation views** (looking at front, side and back of project as it appears above grade from the outside)

Please indicate the framing lumber sizes, spacing and all construction material information from footings to roof.

3. Provide a site plan (bird's eye view of your property)
 - ❑ Location of proposed construction
 - ❑ Use of proposed building/addition
 - ❑ Dimensions to the nearest building(s)
 - ❑ Dimensions to all property lines
 - ❑ Size of proposed building
 - ❑ Size of all other buildings on property
 - ❑ Location of road frontage

If this includes demolition, after completion please see the Tax Department for a Tax Reduction Form.