



**APPLICATION FOR SINGLE FAMILY  
DETACHED ACCESSORY BUILDING  
BUILDING SERVICES**

DATE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**PROPERTY DESCRIPTION – PROPERTY MUST BE PLATTED**

STREET ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ PHASE \_\_\_\_\_

**PROJECT DESCRIPTION**

Description of Project \_\_\_\_\_

Construction Value \$ \_\_\_\_\_

Brick / Masonry % \_\_\_\_\_

(Minimum 80% required for accessory building larger than 120 square feet. Some exceptions apply to SF-36 zoning)

**AREA IN USE**

Total Square Feet \_\_\_\_\_

Building Lines (Setbacks) Facing the Property:

Area within the Floodway or Flood Plain \_\_\_\_ Yes \_\_\_\_ No

Front \_\_\_\_\_ Rear \_\_\_\_\_

City Sewer Services \_\_\_\_ Yes \_\_\_\_ No  
(If Septic, County permit required)

L. Side \_\_\_\_\_ R. Side \_\_\_\_\_

**SUBCONTRACTORS MANDATORY** *Required to be registered with City prior to issuance of permit*

**UTILITY PROVIDER** *check one*

- Electrical Contractor: \_\_\_\_\_
- Plumbing Contractor: \_\_\_\_\_
- Mechanical Contractor: \_\_\_\_\_
- Concrete Contractor: \_\_\_\_\_  
(Required for Sidewalks and Approaches only)

- \_\_\_\_ Oncor Electric & TXU Gas
- \_\_\_\_ Tri-County Electric

**PERMIT APPLICANT INFORMATION – please print**

Contractor \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Fax #: \_\_\_\_\_

Homeowner \_\_\_\_\_ Homeowner E-mail Address \_\_\_\_\_

Signature of Permit Applicant

Please Print Name

Building Permit Fee	\$ _____	Electrical Fee	\$ _____	Water Impact Fee	\$ _____
Plan Review Fee	\$ _____	Mechanical Fee	\$ _____	Sewer Impact Fee	\$ _____
Contractor Registration	\$ _____	Plumbing Fee	\$ _____	Roadway Impact Fee	\$ _____

Released for Construction \_\_\_\_\_ Date \_\_\_\_\_

Comments



# APPLICATION FOR SINGLE FAMILY DETACHED ACCESSORY BUILDING

**BUILDING SERVICES**

## SUBMITTAL CHECKLIST

THIS APPLICATION IS TO BE PRINTED AND LEGIBLY COMPLETED BY THE GENERAL CONTRACTOR.

The City has in effect the Unified Development Codes, the 2015 International Residential Code (which includes Mechanical, Plumbing, and Energy), and the 2014 National Electrical Code. Please refer to these documents for preparation of your plans.

**NO WORK MAY BEGIN WITHOUT A PERMIT – THIS INCLUDES,  
but not limited to, SITE GRADING, TREE REMOVAL, RETAINING WALLS, etc.**

**~ ~ APPLICATION MUST INCLUDE ~ ~**

**TWO COMPLETE, SEPARATED SETS, each containing:**

- Construction Plans
  - Must include floor plan, exterior elevations and framing plan.
- Site Plan
  - Must show individual square foot measurements of all impervious surfaces.  
Ex: House footprint, pool, pool deck, accessory buildings, parking, driveway patio addition, etc...
- Energy Plans
  - Designed by an energy professional (**required for conditioned space only**)
- Engineered Foundation Letter – (**required if improvement 400 square feet or greater**)
  - Must state the foundation was designed to the 2015 International Residential Code and the specific soil conditions.
  - Sealed and signed by a professional engineer.
- Engineered Foundation Plan - (**required if improvement 400 square feet or larger**)
  - Sealed and signed by same professional engineer as letter.
- Engineered Grading Plan – (**required if improvement 500 square foot or larger**)

Please allow a **minimum** of ten (10) working days for review.

The permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.

Signature of Applicant

Date

1100 Bear Creek Pkwy.  
KELLER TEXAS 76248

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KELLER TEXAS 76244

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