



ACCESSORY STRUCTURE GUIDE

*Reference the 2012 International Building
Code and Chapter 400.150 of the City of
Park Hills Municipal Code*

Permit applications are available online at:

<http://parkhillsmo.net/forms-applications/>

or at

12 Municipal Drive Park Hills MO, 63601

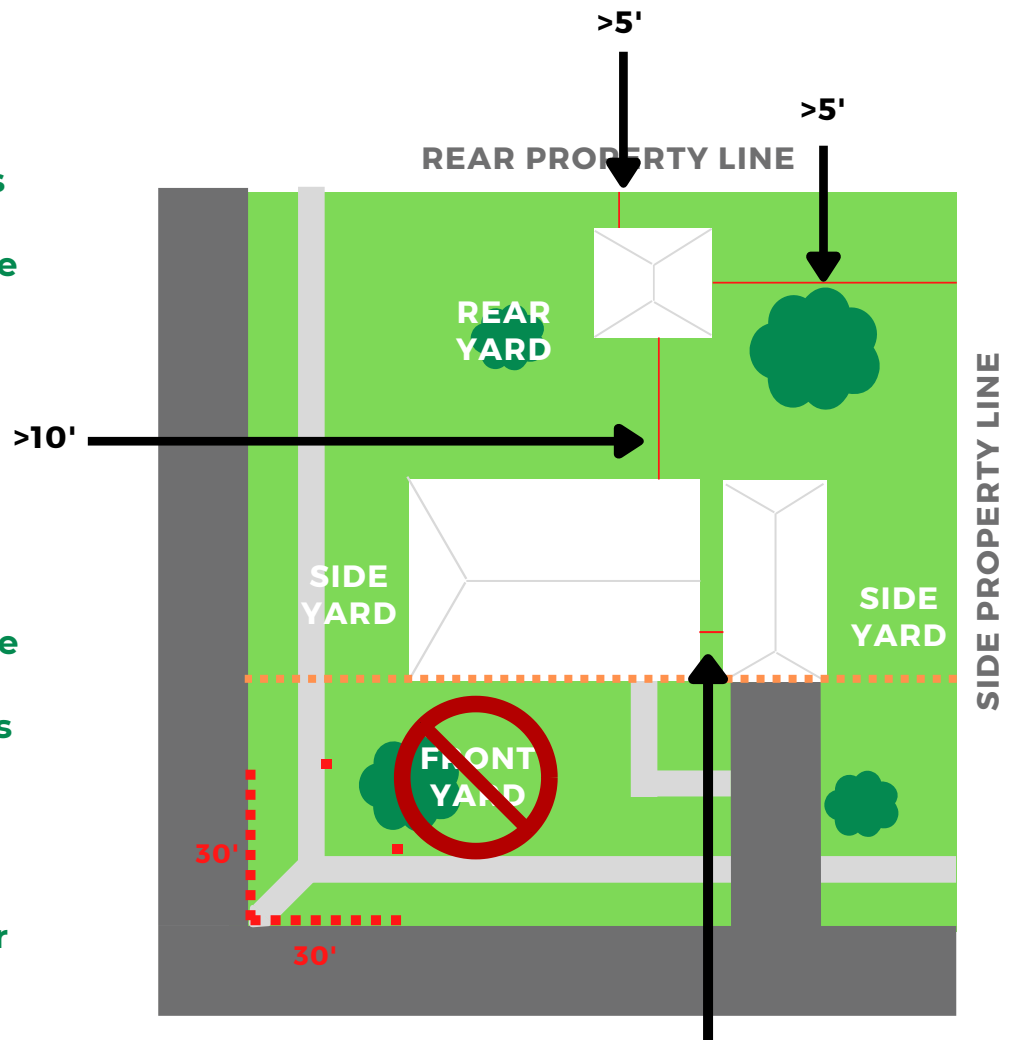


\$30

PERMIT APPLICATION

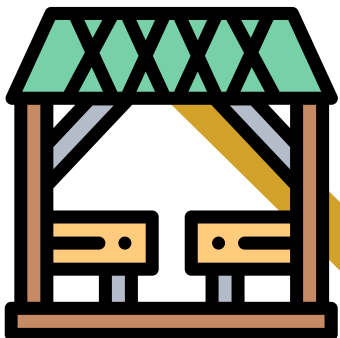
GENERAL GUIDELINES

- No permit is needed for structures less than 120 square feet
- Accessory structures not anchored to the ground should not be placed temporarily on concrete blocks, bricks, etc. Gravel, concrete, the ground, etc are acceptable foundations for this type of structure
- Structures can not be closer than 5' to rear or side property lines
- No structure should be closer than 10' from another structure, either on the same property or adjacent property
- Open, unenclosed porches, balconies, paved terraces, etc, can project 10' into a front yard
- An enclosed porch, balcony, terrace, etc, can project 4' into a front yard



An accessory structure for parking can be located closer than 10' with fire protection

- A structure less than 120 square feet should still conform to regulations
- Typically, no accessory structure can be placed until the main structure is complete
- Typically, the total square footage of all structures can not exceed 30% of the lot size
- An accessory structure used for vehicle parking can be closer than 10' to the main structure if it is open on two or more sides, or, the wall closest to the main structure is constructed with no less than 1/2" gypsum board and a solid wood or honeycomb metal door with a 20-minute fire rating
- An accessory structure used for vehicle parking can be closer to the side property line IF it is open on all sides, permanently fixed to the ground, and permission from the adjacent property owner is provided
- No structure can be placed within 30' of an intersection
- Garages that are accessible from the alley should not be closer to the property line than 10'
- An accessory structure can not be taller than 20'
- A shed is not a liveable space
- The Planning and Zoning Commission and Board of Adjustments handle variance requests
- Yes, you can build your own. Please follow the 2012 International Building Code
- Most commonly a footings inspection and a final inspection is needed for accessory structures
- Structures 400 square feet or larger are considered new construction
- Accessory structures could be Detached garages, work shops, playhouses, pergolas, detached decks, detached porches, pools, fences, sheds, carports, portable buildings, permanent structures, temporary structures, chicken coops, pool houses, gazebos, green houses, smoke houses or similar,



For aerial imaging, go to:

to <https://www.semogis.com/stfrancoiscounty.html>
or
<https://stfrancois.missouriassessors.com/search.php>

Application for Construction Permit

Residential	☐	Commercial	☐	Industrial	☐
Type of Construction	(Circle One)				
New Construction	Alteration	Pool	Electrical	Plumbing	Accessory Structure
	Excavation		Demolition	Mechanical	Fire Prevention

Description of Project:

Street _____ City **PARK HILLS** State **MO** Zip **63601**

Applicant Name, phone and e-mail: _____

Applicant Address: _____

Property Owner Name, phone and e-mail: _____

Owner Address: _____

Contractor Info (please include name, phone, e-mail and address)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Construction Value \$ _____

Area (sq ft): _____ Length: _____ Width: _____ Height: _____ Stories: _____

Water Service (inch) _____ Sewer Service (inch) _____ Electrical Services (amps) _____

Use the drawing templates to show your construction plans. Construction documents are not required to be prepared by a design professional for work of a minor nature, as determined by the Community Development Department or for work in one and two family dwellings.

I certify that I am the owner in fee or agent authorized to apply for the building permit. In addition, I certify that I am authorized to apply for the above listed trade permits on behalf of the licenses. I understand that the submittal of incomplete plans or failure to complete this application in its entirety may result in delay of plan review and permit approval.

Applicant Signature: _____ Date: _____

NAME: _____

ADDRESS: _____

DATE: _____

SITE PLAN

The diagram shows a large rectangular lot with a smaller rectangular structure centered within it. Dimension lines and labels are placed around the structures:

- Top-left:** A horizontal line labeled "Distance" pointing to the left lot boundary.
- Top-center:** A horizontal line labeled "Width" pointing to the top edge of the central structure.
- Top-right:** A horizontal line labeled "Distance" pointing to the right lot boundary.
- Left-center:** A horizontal line labeled "Length" pointing to the left lot boundary.
- Bottom-right:** A horizontal line labeled "Distance" pointing to the bottom lot boundary.
- Bottom-center:** A horizontal line labeled "Distance" pointing to the bottom edge of the central structure.

Curved lines are drawn at the top and bottom center of the central structure, indicating a semi-circular feature or a specific measurement point.

Check all that apply and draw them on this page

North Arrow	☐	Distances to lot lines	☐	Patios/Porches/Decks	☐
Proposed Construction	☐	Windows	☐	Driveway	☐
Structures on shared lot lines	☐	Doors	☐	Sidewalk	☐
Accessory structures	☐	Structure dimensions	☐	Fence	☐
Existing structures	☐	Retaining wall	☐	Pool	☐
Stormwater	☐			Other (See notes)	☐

Notes: _____

DATE: _____

Width

Length _____

Footing Width _____

Notes:

NAME: _____

ADDRESS: _____

DATE: _____

Cross Section

The diagram shows a cross-section of a building with the following components and labels:

- Roof:** Roof Covering, Decking Material, Insulation, Truss Plate.
- Dimensions:** Truss Materials and dimensions, Overall height of structure, Second Story Height.
- Interior (Top):** Ceiling Covering, Framing Type, Insulation, Wall Covering, Sub Floor Material, Floor Covering.
- Joist:** Joist material and dimensions.
- Interior (Bottom):** Ceiling Covering, Sub Floor Material.
- Foundation:** Slab, Sill Plate, Foundation.
- Exterior:** Siding Material, Gutter.

Check all that apply and draw them on this page

North Arrow
Proposed Construction
Ceiling Covering
Second Story Height
Floor Joist
Interior Wall Framing
Exterior Covering Type

x
x

Roof Covering
Insulation Type
Exterior Wall Framing
Soffit
Gutter
Stormdrain
Other (See notes)

Decks/Balconies
Overall Height
Truss Drawings
Skylight
Floor Covering
Subroof

Notes:
