



City of Riverside



ACCESSORY STRUCTURE PERMIT APPLICATION

Project Address: _____

(Applicant will be the point of contact for all communication with City staff)

Applicant Name: _____ **Phone:** _____
Address: _____ **Email:** _____

(If different than above)

Property Owner Name: _____ **Phone:** _____
Address: _____ **Email:** _____

(Complete this section if you are the contractor or will be hiring a contractor to move, install or construct your accessory structure.)

Contractor Name: _____ **Phone:** _____
Address: _____ **Email:** _____

Please answer ALL of the following:

Proposed Accessory Structure/Description of Work: _____

Job Cost of Proposed Accessory Structure(labor & materials): \$ _____

Proposed Structure Dimensions: **Total Area** _____ **SqFt** **Height** _____ **Ft**

Proposed Accessory Structure to be used for storage of: _____

Proposed Accessory Structure Exterior Material(s)(e.g. wood, metal, vinyl, etc.): _____

Proposed Accessory Structure will have: **Electricity** **Plumbing**

Current Use of Property: ☐ Residential ☐ Non-residential ☐ Other: _____

of structures(currently on property): _____ **Principal Structure Use**(primary building): _____

Principal Structure Dimensions(currently on property): **Heated Floor Area** _____ **SqFt** **Height** _____ **Ft**

I hereby certify that all information contained herein is true and correct and that I am the owner of the property or authorized as the owner's agent for the herein described work and that I will follow all regulations as required by city, state and federal laws. The parties hereby agree that this Agreement may be executed with electronic signatures and shall be valid and binding on the parties.

Applicant Signature: _____ **Date:** _____

Submit COMPLETED form, along with a proposed site plan to: Email - revenue@riverside-al.com

In Person / By Mail - City of Riverside
Revenue & Inspections Dept.
379 Depot St
Riverside, AL 35135

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Riverside BL#: _____ Exp: ____/____/____

Zoning Cert #: _____

PPIN Check: N Y Zoning District: _____

Flood Hazard Area: N Y Flood Zone: _____

Parcel Easements: Y N

Zoning Approval Required: Y N

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Accessory Structures

Plot / Site Plan - A plot/site plan may be drawn on one or more sheets. All site plans must include the following information:

- Address and/or legal description of the lot or parcel on which the development is proposed.
- The boundaries and shape of the lot or parcel along with the dimensions (depth, width) in feet of all property lines.
- Location and orientation of all proposed buildings or structures to be built or placed on the lot or parcel.
- Distances of all existing and proposed principal buildings [houses], and any accessory structures, from property lines.
- Location and names of adjacent streets or highways.
- Location and dimensions of any rights-of-way, floodplains or easements.
- Measurements of all setbacks.

Residential Districts - Accessory Buildings, Attached and Detached Carports and Garages, Etc.

- The maximum floor area shall be 50% of the habitable floor area of the principal building.
- The maximum height shall be 18' but in no case greater than the principal building height.
- Such structures and additions shall not be permitted within the front yard of the principal building, except for attached garages, which are subject to the district front yard requirement.
- Such structures shall be no closer than 5' to any property line, except structures above twelve feet 12' shall be set back an additional 1' for each foot above twelve feet 12'.

Nonresidential Districts - Agricultural, Commercial, Industrial, Etc.

- Must follow setbacks of the principal structure
- May not be located in required buffers
- Accessory buildings up to 12' in height shall be permitted within 5' of any side or rear property line but not occupy any portion of a front yard.
- Accessory buildings above 12' shall be set back an additional 1' for each 4' height above 12' up to the district maximum.

ALL Districts -

- Property located in a Special Flood Hazard Area has additional regulations and requirements.
- Site plan must be attached to this application which shows property lines, existing structures with linear and area dimensions, easements, proposed accessory structure location(s), adjoining residences (if applicable), and pertinent dimensions to proposed structure.
- Site built accessory structures require the following inspections: Footing, Foundation, Framing, Electrical, Plumbing (if applicable)
- Prefabricated or delivered buildings must be inspected when placed.

More info can be found in the Riverside Zoning Ordinance, specifically Section 57.00, for Accessory Structures.

- **Site Plan must be submitted with permit application and, once approved, adhered to.**
- **Property owner is solely responsible for being aware of and complying with any private covenants, conditions, or restrictions that apply to the property.**
- **Accessory structures may not be used as a dwelling.**

EXAMPLE SITE PLAN

ILLUSTRATION - FOR INFORMATIONAL USE ONLY

