

## GENERAL INFORMATION

An accessory structure is defined as a shed, pole building, carport, deck, garage or lean-to.

Detached accessory structures that are less than 200 square feet in area and 10 feet in height, do not require a building permit and may be located not less than 3 feet from the side and rear property lines and 10 feet from all other structures.

How large a structure can be is determined by the size of the lot and the square footage of any existing accessory structures on the property (including attached garages).

The location where a structure can be situated on the property is determined by setback requirements outlined in the zoning district in which the property is located.

Accessory structures are only allowed to be built on parcels that have an existing primary dwelling unit.

To view the General Provisions Chapter of the Zoning Ordinance, please visit our website at:

[www.plainfieldmi.org](http://www.plainfieldmi.org)



## PLAINFIELD CHARTER TOWNSHIP

COMMUNITY DEVELOPMENT  
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PLAINFIELD CHARTER TOWNSHIP  
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SERVICES

*Thinking of Building an*

*Accessory Structure?*

Guide to the Building Permit  
Process for Constructing an  
Accessory Structure



# THE BUILDING PERMIT PROCESS

**What you will need to submit:**

## Application for Residential Construction

This application can be found on our website or in the Community Development Department. It must be filled out by the contractor, or the homeowner who is either doing the work, or acting as a general contractor.

## A Site Plan

A site plan for the purposes of a building permit is usually a survey or an aerial photo of a parcel. The proposed structure is added/sketched to the site plan, showing the distances between it and each of the lot lines, as well as distances between any existing structures on the parcel.

## Construction Drawings

These drawings will show elevations, cross sections, width and height of the proposed structure. Notes regarding the types and sizes of materials used will be required as well.

## Review Process

Your application will be reviewed by the zoning official to ensure zoning requirements are met. Once zoning is approved, the building official will do a review of the construction drawings to ensure that it meets the Michigan Residential Building Code. When the application has been approved, the permit can be issued. You will receive an e-mail notifying you that the permit is ready, with an invoice for the permit fees.

## APPLICATIONS WILL NOT BE PROCESSED OR

### REVIEWED UNTIL ALL SUPPORTING

### DOCUMENTATION IS RECEIVED

Depending on your lot area, one of the following categories will apply to determine the height, area and number of accessory structures allowed on your property. The information below will also tell you the minimum distance from the side and rear lot lines (set backs) the proposed accessory structure can be located.

Lot Area	Maximum Accessory Building Height *	Minimum Building Side Yard Setback <sup>(1)</sup>	Minimum Building Rear Yard Setback <sup>(1)</sup>	Maximum Number of Accessory Buildings	Separation	Maximum Combined Size of All Buildings <sup>(2)</sup>
0.5 acres or less	14 feet	District Setback	5 feet	3 Attached or Detached	10 feet (note exception for R-1A)	1,200 sq. ft.
Greater than 0.5 acres - 1 acre	16 feet	District Setback	5 feet	3 Attached or Detached	10 feet	1,600 sq. ft.
Greater than 1 acre - 2 acres	16 feet	10 feet	5 feet	3 Attached or Detached	10 feet	2,000 sq. ft.
Greater than 2 acres - 5 acres	18 feet	10 feet	10 feet	3 Attached or Detached	10 feet	3,000 sq. ft.
Greater than 5 acres	25 feet	20 feet	20 feet	3 Attached or Detached	10 feet	5,000 sq. ft.

- Accessory Buildings less than 200 square feet in area may be located not less than 3 feet from the side and rear property lines.
- Also refer to Chapter 3 General Provisions of the Zoning Ordinance
- In the required rear yard, accessory buildings shall cover no more than 15% of the rear yard setback area.
- There is a limit of 1200 square feet for attached garages

\*Height is measured at the mid-point peak and eave

**There is a maximum of 1200 square feet for attached accessory buildings. There is a maximum of 2400 square feet for detached accessory buildings.**

Accessory buildings must be at least 10 feet away from any other structures on the property (i.e. house, deck, pool).

### \*District Setbacks for Side Yards<sup>(6)</sup>

RP: Rural Preservation	25 feet
RE: Rural Estate Residential	15 feet
R-1A: Residential	5 feet (15 ft total)
R-1B: Residential	10 feet
R-1C: Residential	10 feet
R-2: Residential	10 feet
R3, R4: Residential	Contact CPD

On corner lots, accessory buildings and accessory structures shall meet the minimum setback required for the principal building. For more information, please consult the Community Development Department.

## FEEES

Fees are based on the value of the accessory building/project - which includes materials and labor.

For residential building permits, there is a \$40 base fee, plus \$6.00 per one thousand dollars value.

The Township accepts cash, check, or credit card as payment.

## PERMIT EXPIRATION

Your building permit is valid for one year after the issue date. Work must begin within 6 months of the issuance of the permit. All inspections must take place before the permit expires.

The building official will use discretion in extending permits and fees associated with an extension if a permit expires.