

City of Suffolk Planning and Community Development

442 W. Washington Street

Telephone: (757)514-4150/ Fax: (757) 514-4199

Accessory Structure Permits

All accessory structures need:

- ✓ Survey/Site Plan of the Property showing proposed accessory structure.
- ✓ \$35.00 Zoning Permit
- ✓ Septic system approval from the Health Department (if on a septic system)
 - *Fence permits are excluded from septic approval

Fences (Not around a pool)

- ❖ Turn in your Application for Services form, listing comments about the project under the “Building Permit” section
- ❖ Please highlight on the survey the area the fence will be located
- ❖ Fences in the City of Suffolk cannot be higher than 6 feet
- ❖ Inspection will be scheduled 30 days after issuance of permit.
- ❖ Fences around pools will require a building permit and inspections.
- ❖ The “finished” side of any fence shall face outward toward surrounding properties and rights-of-way.

Decks

- ❖ Turn in your Application for Services form, listing comments about the project under the “Building Permit” section
- ❖ A building permit is required

Sheds/Portable Sheds/Garages

- ❖ Turn in your Application for Services form, listing comments about the project under the “Building Permit” section
- ❖ 200 square feet and smaller does not require a building permit
- ❖ Greater than 200 square feet requires a building permit
- ❖ Price of building permit, in addition to 2.0% state levy:
 - \$\$ **Detached Structure:** Depends on size of building
 - \$\$ **Attached Structure:** Depends on cost of project
- ❖ BMP Calculations are required in the Chesapeake Bay Protection Overlay District
- ❖ Please see a technician if the accessory structure will be placed on the property of a corner lot.
- ❖ Provide a drawn floor plan of the garage indicating the purpose of each space. If for storage please indicate.
- ❖ Setbacks for an accessory structure, in the rear yard, are 5 feet from the rear property line if not a corner lot. If in the side yard the setbacks of the main structure zoning district apply. Please see the front counter if you do not know your setbacks.
- ❖ Accessory structures cannot occupy more than 30% of your required rear yard.
- ❖ Height of the accessory structure cannot exceed the height of the single story primary dwelling by more than 25%. If this is the case, the accessory structure must be separated from the principal building by a distance of at least twenty feet (20’) and must still meet required setbacks.
- ❖ All applicable development restrictions apply.
- ❖ You must have a primary structure (house) in order to have an accessory structure.
- ❖ Accessory structures are not permitted in the required front yard.
- ❖ Inspection will be scheduled 30 days after issuance of permit