



**CITY OF BURNET  
DEVELOPMENT SERVICES  
ACCESSORY/SHED/CARPORT PERMIT**

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## **CHECKLIST FOR RESIDENTIAL ACCESSORY/SHED/CARPORT BUILDING PERMIT**

All plans must be accompanied by a completed Permit Application with a person's name legibly printed, signed, and dated by the applicant and a written Scope of Work narrative.

### **PERMITS** (as applicable)

- Projects meeting the design requirements by a state licensed Architect must be sealed and dated.
- Projects meeting the design requirements by a state licensed Professional Engineer must be sealed and dated.

**\*\*This checklist is designed to help ensure accurate and correct information is submitted for review. Please review the currently adopted codes and amendments.\*\***

### **PLANS & DOCUMENTS** (as applicable)

- Completed application form, with a person's name legibly printed, signed, and dated on the application.
- Full set of final issued Construction Plans in compliance with applicable sections of the 2021 International Residential Code, Energy Conservation, Fuel Gas, Mechanical, Plumbing Codes, and 2023 National Electrical Code.
- Prior to approval of building plan, **the Correction items noted on the Plan Review Comment report must be responded to in writing**, and revised documents must be submitted for review. Payment of all fees to all agencies is required to obtain plan and permit approval.
- When resubmitting plans for re-review, **please provide a complete set of updated plans and a comment response letter detailing how each comment was addressed**. Provide all documents in digital formats only and address responses to the attention of the plan reviewer. If plans are multiple sheets, please combine into one (1) digital plan file. Send complete plan sets. Do not divide.

### **ACCESSORY/SHEDS/CARPORTS**

- Site Plan required Accessory/Shed/Carport
  - Utility Easements
  - Setbacks
  - Dimensions locating present and proposed structures.
- Footer (for Carport)/foundation details (for Shed).
- Framing plans for Floor, Ceiling, and Roof where applicable.
- Mechanical, Electrical, Plumbing Plans, Schedules, and Details where applicable.
- If attaching to existing house, anchoring plan for attachment.
- For "Delivered" Shed, Customer can provide Shed Specs provided by the company.
- Floodplain/Floodway report when applicable, **\*\*\*ONLY if located in Special Flood Hazard Area as determined by Floodplain Administrator.**