

Permit # \_\_\_\_\_  
(Assigned by City of Abilene)



All permits are subject to a 3-7 business day review period.

Please submit this form to:

Community Development  
419 N Broadway  
Abilene, KS 67410  
785-263-2355

[kolson@abilenecityhall.com](mailto:kolson@abilenecityhall.com)

### Application for Accessory Structure

A separate application is required for each accessory structure. If you are planning multiple structures, please submit a separate application for each.  
All permits are subject to a 3-7-business day review period. Work shall not commence until an approved permit has been issued.

Permits will not be approved if any code violations are present on the property.

Work to commence within (30) days of approval date and completed within one (1) year. Ref. Code: 2-204

<b>Class of Work:</b> <input type="checkbox"/> Pool w/ fence <input type="checkbox"/> Shed/Garage/Carport <input type="checkbox"/> Deck <input type="checkbox"/> Other: _____	<b>Project to include:</b> (Check all that apply) <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Roofing	<b>District Type:</b> (Check all that apply) <input type="checkbox"/> Residential <input type="checkbox"/> Historic District <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Floodplain
<b>Size of structure:</b> <input type="checkbox"/> Under 200 sq ft – Regulated under Zoning Code. See attached handout for required specifications and inspections. <input type="checkbox"/> Over 200 sq ft – Regulated under Building Code. See attached handout for required specifications and inspections.		

Project Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Phone/E-mail: \_\_\_\_\_

General Contractor/Engineer: \_\_\_\_\_

General Contract Phone/E-mail: \_\_\_\_\_

Describe Work: \_\_\_\_\_

Value of Work: \$ \_\_\_\_\_

1-800-DIG-SAFE has been contacted:  YES     NO

**Site Plan attached: Required**

See the 'Specifications and Inspections' guide for requirements.

Zoning/Building Plans Attached:  YES     NO

See the 'Specifications and Inspections' guide for requirements.

**Builder Declaration:** (As applicable)

Contractors must be licensed in the City of Abilene.

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Roofing: \_\_\_\_\_

**Measurements:** (As applicable to the project)

Living Area: \_\_\_\_\_

Garage Sq. Ft.: \_\_\_\_\_

Addition Sq. Ft.: \_\_\_\_\_

Total Sq. Ft.: \_\_\_\_\_

**Work Sheet**  
(to be completed by staff)

**Structure**

Base Fee \$25

Each Additional \$1,000 x \$3.50 = \$ \_\_\_\_\_

Additional Inspections \$25

**Electrical**

Base Fee \$25

**Mechanical**

Base Fee \$25

**Plumbing**

Base Fee \$25

**Roofing**

Base Fee \$25

**Total Permit Fee: \$ \_\_\_\_\_**

*Payments are due at the time of application submission.  
Payments made by credit or debit card are subject to a \$3.95 processing fee.  
All payments are non-refundable.*

I certify that I have read this application and state that the above information is correct. As owner or builder, I agree to comply with all city-adopted building codes relating to construction. I acknowledge that the City is not responsible for covenants, easements, or right-of-way related to this application. I understand that questions regarding property lines or easements should be directed to a licensed surveyor.

I acknowledge receipt of the 'Specifications and Inspections' guides and agree to comply with all inspection requirements outlined.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Builder/Contractor

Agent for Contractor

Owner

Agent for Owner

## Applicant Copy

# Specifications and Inspection Requirements

(As Applicable to Your Project)

## Application for Accessory Structure

**Based on the size and scope of your project, specific inspections may be required to ensure compliance with city zoning and building codes. Any structure located within 500 feet of Mud Creek Levee requires approval from the U.S. Army Corps of Engineers. Please review the appropriate section below to determine which regulations and inspections apply.**

Ensure all required inspections are scheduled and completed at the appropriate stages before moving to the next phase of construction. If you have questions or unique circumstances, please consult the Community Development Department.

You may have no more than two accessory structures on your property. The aggregate size of all accessory structures shall not exceed 360 sq ft of floor area for every 3,000 sq ft of lot size, to a maximum size not exceeding that of the main ground floor living area of your home. The main level living area does not include an attached garage, shop, or other work area that is not used principally as the actual dwelling area.

### ► Sheds, Garages, Carports, and Decks

#### **Under 200 sq ft (Zoning Code)**

**A site plan is required.** You can create one by either marking an aerial image of your property or submitting your own drawing. Aerial images can be obtained from the Community Development Department or accessed online through the Dickinson County Parcel Map at <https://www.dkcoks.gov/gis>.

#### **The site plan must include:**

- An outline of your entire property's boundary lines.
- Locations of all existing buildings and fences.
- The proposed location of the new accessory structure, with the following measurements:
  - Distance from property lines.
  - Distance from any existing buildings or structures.
  - Dimensions of the new structure.

**Setbacks:** Accessory structures must be at least 5 feet from any property line and 10 feet from your home. In the case of a corner lot, no accessory building shall project closer to the street side yard than the front yard abutting. No accessory structure shall be located in any required front yard setback.

**Height Limits:** Sidewall heights of accessory structures shall not exceed ten feet.

**Foundation:** Floating foundations are permitted.

**Required Inspections:** Final Inspection to verify site plan compliance, including placement, setbacks, and adherence to the site plan.

For any questions or clarification on accessory structure specifications and inspections, please consult the Community Development Department.

City code may be reviewed at [www.abileneks.citycode.net](http://www.abileneks.citycode.net) or at the Community Development Department.

#### **Schedule Inspections:**

Call 785-263-2355 or 785-200-0541

#### **Over 200 sq ft (Building Code)**

**A site plan is required.** You can create one by either marking an aerial image of your property or submitting your own drawing. Aerial images can be obtained from the Community Development Department or accessed online through the Dickinson County Parcel Map at <https://www.dkcoks.gov/gis>.

#### **The site plan must include:**

- An outline of your entire property's boundary lines.
- Locations of all existing buildings and fences.
- The proposed location of the new accessory structure, with the following measurements:
  - Distance from property lines.
  - Distance from any existing buildings or structures.
  - Dimensions of the new structure.

**Setbacks:** Accessory structures must be at least 5 feet from any property line and 10 feet from your home. In the case of a corner lot, no accessory building shall project closer to the street side yard than the front yard abutting. Detached garages with vehicle access facing an alley shall maintain a 15-foot rear yard setback. No accessory structure shall be located in any required front yard setback.

**Height Limits:** Sidewall heights of accessory structures shall not exceed ten feet.

**Foundation:** Requires plan specification for a permanent foundation, to include, as applicable, details about footings, depth, and structure support.

#### **Required Inspections:**

- Footing/Foundation Inspection (as applicable) completed after posts or footings are set, but before pouring or framing.
- Framing Inspection (as applicable) completed after all framing (walls, beams, etc) are complete but before insulation or covering.
- Rough-In Inspections (as applicable) after installation but before covering with drywall or finishes. This applies to electrical, plumbing, and mechanical.
- Final Inspection is required for all projects.

**Applicant Copy**

## Specifications and Inspections: Pools

### ► General Requirements

- **Above Ground or Temporary Pools:** Do not require an Application for Accessory Structure. However, for pools with a depth greater than thirty inches, a 6-foot minimum security fence is required.
- **Fencing:** A 6-foot minimum security fence is required around the entire perimeter for permanent and temporary (above or in-ground) swimming pools that exceed a depth of thirty inches.
- **Setbacks:** Accessory structures must be at least 5 feet from any property line and 10 feet from your home. In the case of a corner lot, no accessory building shall project closer to the street side yard than the front yard abutting. No accessory structure shall be located in any required front yard setback.
- **Electrical Requirements:** Any pool equipment (such as lights, pumps, and heaters) must meet city electrical safety codes and be installed by a licensed electrician.

### ► Site Plan

A site plan is required. This can be accomplished by providing an aerial image of your property. You may obtain an aerial image from the Community Development Department or access one from the Dickinson County Parcel Map at <https://www.dkcocks.gov/gis>. Any pool located within 500 feet of Mud Creek Levee requires approval from the U.S. Army Corps of Engineers.

The site plan must include:

- An outline of your entire property.
- Locations of all existing buildings and fences.
- The proposed location of the new pool, including measurements:
  - Distance from property lines.
  - Distance from any buildings or structures.
  - Dimensions of the new pool

### ► Inspections

The following inspections are required to ensure compliance with zoning and building codes. All inspections must be scheduled and passed before moving to the next stage of construction or before the pool is filled and used.

- **Site Plan Compliance Inspection**
  - *Required for all pools before installation.*
  - The inspector will verify placement, setbacks, and initial safety features based on the submitted site plan.
- **Electrical Inspection** (if applicable)
  - *Required for any pool with electrical components (lights, filters, heaters, etc.).*
  - A licensed electrician must perform the electrical work, and an inspection will confirm compliance with electrical safety standards.
- **Final Inspection**
  - *Required for all pools before the pool is used.*
  - Ensures that all specifications, safety features, and code requirements are met, including fencing, setbacks, and any additional safety or electrical features.

**Pools may not be filled or used until the final inspection has been completed and approved.**

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For any questions or clarification on pool specifications and inspections, please consult the Community Development Department.

City code may be reviewed at [www.abileneks.citycode.net](http://www.abileneks.citycode.net) or at the Community Development Department.

### Schedule Inspections:

Call 785-263-2355 or 785-200-0541