

**BUILDING PERMIT CHECKLIST FOR ZONING – RESIDENTIAL ACCESSORY STRUCTURES INCLUDING POOLS – LESS THAN 1,000 SQ. FT.**

- This checklist is for those uses that are permitted by right. If the use requires/required a special use permit, contact the Planning Division at 910-938-5236 for additional information/procedures.
- Detached accessory structures associated with a single-family detached residential use that involve construction of more than one thousand (1,000) gross square feet of floor area require a Type I Site Plan (See Section 112 of the Zoning Ordinance).
- Detached accessory structures associated with a single-family detached residential use that involve construction of one thousand (1,000) gross square feet of floor area or less, provide the following:

Provide a scalable plan that is prepared in a manner so that staff can ensure all applicable City standards (below) are met. In many instances these plans will have to be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina.

- Scaled drawing (Engineer scale 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', or 1"=60')
- Project address
- Driveway(s) label as existing or proposed. IF proposed, show minimum radius as 3 feet\*
- Label the zoning of the property (recommend using City databases for this information at the following web address: <http://jacksonville.connectgis.com/Default/Default.aspx> ). If the property is within a downtown zoning district then the proposal shall follow the Downtown Design Guidelines found at the following link [http://www.ci.jacksonville.nc.us/getdoc/4d574cd4-50e2-4d57-85c4-94cb436f570b/GenZon\\_design.aspx](http://www.ci.jacksonville.nc.us/getdoc/4d574cd4-50e2-4d57-85c4-94cb436f570b/GenZon_design.aspx)
- Depict the front, side and rear minimum building lines (MBL) per the City of Jacksonville Zoning Ordinance. These can be found online at <http://www.ci.jacksonville.nc.us/Residents/Zoning/Zoning-Ordinances.aspx> If restrictive covenants require larger setbacks, identify that line also and note them "per restrictive covenants" \*\*
- IF the zoning of the property does not include a maximum lot coverage, note as such. If there is a maximum lot coverage (defined as the ground area of a lot which is encompassed by the exterior foundation limits, including any supports, of a building or other covered or enclosed structure), provide the following information:
  - Maximum lot coverage allowed per zoning district: \_\_\_\_%
  - Lot coverage existing: \_\_\_\_\_ sq. ft.
  - Lot coverage proposed: \_\_\_\_\_ sq. ft.
  - Lot coverage existing & proposed: \_\_\_\_\_ sq. ft.
  - Lot coverage existing & proposed: \_\_\_\_%
- Street name
- Property lines
- Label structures (including accessory) as either existing or proposed. Show their location, number of stories dimensions and building height \*\*\*
- Show/label any and all easements. Include their location, width, and purpose.
- If utilities are being proposed, identify the connections to existing water and sewer systems. We also recommend showing the location of existing utilities if possible.
- If the site is served by a septic system, show any/all existing or proposed tanks, pipes and drain fields and repair areas.

**Pools within the City limits have fencing and drainage or covering requirements.**

- Identify a fence/wall not less than 4 feet in height without any openings larger than 6 inches in height except where width is 5 inches or less, the height may extend full height of fence or wall. If a picket fence is erected, the width between pickets shall not exceed five (5) inches. A fence or wall may be made of any material, wood, metal, wire, masonry, concrete, tile, and plastic material, or any combination of these or other suitable materials if the openings in the fences do not exceed the maximum width described above. A dwelling house or accessory building may be used as part of such enclosure. All gates or doors opening through such fence or wall shall have self-closing and self-latching devices for keeping the gate or door closed at all times when not in actual use except that the door of dwelling which furnished part of the enclosure need not be so equipped.
- Add as a note: If the pool is not in use for more than thirty (30) days it shall either be drained or covered.

\*Driveway permits are required by NCDOT and/or the City of Jacksonville.

- Add note: Driveway(s) shall be constructed per MSSD detail 404.01 and requires a rough in inspection prior to completing the work. This work will also be subject to a final inspection prior to the issuance of a certificate of occupancy, contact Building Inspections at 910-938-5258 for these inspections.

If project has a roadside ditch the following requirements should be identified on the plan:

- 15 inch (min) pipe (labeled as solid aluminum, HDPE or RCP)
- Flared End Sections (FES) identified

\*\* measured from future right of way if one is identified on official plans. Encroachments are allowed, see Section 19 Residential Zones – General Provisions of the zoning ordinance ([link above](#)).

\*\*\* Zoning Ordinance defines height as the vertical distance from the mean elevation of the finished grade of the building footprint to the parapet on a building with a flat roof, or to a point halfway between the eaves and peak on a building with a pitched roof.

Be advised that:

- 1) Restrictive covenants may exceed the requirements of the City of Jacksonville; however, the City does not check nor enforce restrictive covenants.
- 2) The site may be subject to local and/or state storm water requirements that limits the amount of impervious surface on site. Contact the City of Jacksonville's Stormwater Manager at 910-938-5249 if you have any questions.