



City of Saginaw

Detached Accessory

Required Documents

- Contractors must be registered with the City of Saginaw
 - Must have proof of general liability insurance at minimum \$100,000 with the City of Saginaw listed as a certificate holder
- Permit Application
- Plans that meet currently adopted code and Saginaw ordinances

AFTER ALL PERMITS ARE APPROVED.

- Inspections
 - The inspection line is **817-232-4263**
 - Requests made before 7:30 a.m. will be inspected that day.
 - Requests made after 7:30 a.m. will be done the following day.
 - Please give permit number, permit address and type of inspection being requested.

Required Inspections

1. Stake out (according to approved plan) *
2. Foundation pre pour (slab or pier)
3. Electrical Rough*
4. Final

Requirements

- Minimum 5 feet from property line or half the height of the structure if over 10ft tall
- Maximum height 12 feet from finished floor to the peak of roof.
- Maximum 440 square feet combined with maximum of two (2) structures.
- Finished floor cannot be more than 18 inches above grade
- All accessory building over 120 square feet must be on permanent foundation
- Aluminum and steel roofs minimum 26 gauge thick
- Accessory cannot be located within an utility easement
- [Appendix A Zoning Article 9. Sec. 9-3 Drainage](#)

City of Saginaw
 Permit Department
 301 S. Saginaw Blvd.
 Bus: 817-230-0453 Fax: 817-232-8565
 E-mail: permits@saginawtx.org



City of Saginaw

Permit Date: _____
 Permit #: _____
 Total Fee: _____
 Receipt #: _____

Accessory Detached Permit Application

Permit Address:

Zoning Type: Residential Commercial/Industrial

Property Owner Information

Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Permit Information

Construction Value (Including: electrical, plumbing):	
Square footage of Project:	
Height of Project ² :	
Minimum Setback from Property Line ^{6,7,8} :	
Will there be electrical?	Yes No
Will there be plumbing?	Yes No
Are there any other detached accessories on the property?	Yes* No
*If yes what is the square footage of the accessories?	
Site Plan (must be to scale and turned in with application):	
Construction Plan (must be to scale and turned in with application):	

Describe All Work:

Permit Requirements

Residential:

1. Must provide one (1) complete set of plans (11x17 or smaller).
2. Maximum Height twelve (12) feet.
3. Finished floor cannot be more than eighteen (18) inches above grade.
4. All accessory buildings over 120 square feet must be on permanent foundation.
5. Aluminum and steel roofs minimum 26 gauge thick.
6. Minimum setback is five (5) feet from property line
 - a. Appendix A Zoning Article 9. Sec. 9-3 Drainage
7. If structure is over ten (10) feet in height minimum setback if half the structure height
8. Accessory cannot be located within a utility easement, may affect setback from property line.

Commercial/Industrial

1. Refer to ordinances:
 - a. [ARTICLE 6. - ZONING DISTRICTS](#)
 - b. [Sec. 8-4. - Detached accessory building regulations.](#)

Contractor Information

All Contractors must be registered with the City of Saginaw, be validated on the permit, and hold general liability insurance with the City of Saginaw as a certificate holder prior to the permit being released

General Contractor Information Homeowner Contractor To be Determined

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Electrical Contractor Information Homeowner Contractor To be Determined

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Plumbing Contractor Information Homeowner Contractor To be Determined

Company Name:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	

Property Owner's Statement

(To be signed **if homeowner is general contractor**)

The intention of this statement is to provide the owner who is occupying the home (not a rental) the option to take responsibility/liability for the project.

I am the owner and occupant of the above listed property. I have the ability to and will perform the work as described. I am responsible for the construction and inspections of the improvements. If such improvements are found to be defective. I alone am responsible for the cost of any repairs or replacements necessary to bring the improvements into code compliance with the City of Saginaw.

I have read and acknowledge the information stated above.

Property Owner's Signature:	Date:
Property Owner's Printed Name:	Date:

All work must meet currently adopted codes and city ordinances. Inspections must be requested for all permits.

This permit, once issued, expires by limitation 180 days from the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for additional 180 days upon written documentation, by the permittee, of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. **Only one extension will be allowed.**

I understand that all permits require phase inspections in addition to a final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant Signature:	Date:
Printed Name:	Date: