

**PERMIT APPLICATION REQUIREMENTS FOR
DETACHED GARAGES AND OTHER RESIDENTIAL ACCESSORY STRUCTURES**

This policy will apply to all detached residential accessory structures that are no more than 500 sq. ft. in area. Accessory structures exceeding 500 sq. ft. or structures attached to the main building must meet the same application requirements as the main building regardless of size.

Site Plan, (hand drawn acceptable):

- Owners name and address
- Property address and Roanoke County Tax Map Identification Number
- Property lines and dimensions of the lot
- Existing structures (walls, fences, other accessory buildings, etc.)
- Location and footprint of proposed new accessory building
- Distances from proposed structure to all existing structures and property lines
- Location and type of any easements on the property
- Location of septic tanks and drain fields and wells or;
- Location of water and sewer service lines connected to public utilities

Building Plan:

- Less than 150 sq. ft., no building permit required, site plan only required
- Less than 300 sq. ft., no building plan submittal required
- Over 300 sq. ft., submit plans showing framing details, lumber sizes and spans, roof system and foundation system.
- Pre-fab buildings – supply manufacturers details for foundation and anchoring requirements
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Building Permit Plot Plan

for disturbed areas of 5000 sq. ft. or less

Scale: 1 in = _____ft



Roanoke County Community Development

Plot Plan Checklist

Applicant Staff

- Property Lines and Dimensions
- New and Existing Structures
- Distances to Property Lines
- Utilities and Easements
- Streets and Entrances
- Drainage Arrows
- Disturbed Area _____ sq. ft.
- E&S Agreement when > 2500 SF
- Location of E&S Controls

Notes



Use solid lines for existing structures



and dotted lines for proposed structures

Use arrows to indicate the general direction of lot drainage

All collected storm water must be discharged to an approved location
The presence of flood hazards or steep slopes may require additional information
A copy of the approved plan is required to be on site during inspections

Project Information

Site Address _____

Owner _____

Parcel ID _____

Zoning District _____

Required Setbacks for This Project

Front _____ Side _____ Rear _____