



Residential Accessory Building Permit Procedure

_____ **Completed Accessory Building Permit Application**

_____ **Site Plan-** A drawing with an overhead view of your property showing

- Property lines
- Existing and proposed buildings or additions
- Measurements from property line to buildings and distances between buildings
- Utility service lines
- Driveway location

_____ **Provide a proposed written narrative of proposed work**

- What are you doing?
- Foundation type
- What type of material? (wood, metal, block, etc.)
- How is this constructed? (2 x 4 16-inch centers, bolt up design, etc.)
- Any utility service? (electric, water, etc.)

_____ **Provide floor plan** – Plans need to include:
(*Stamped drawings are required for metal structures*)

- Foundation details
- Framing details
- Insulation details
- Roofing details

_____ **Survey may be required for verification of property lot lines**

_____ **Parking Plan is required on garages and carports**
(*Carport and garage must have improved driveway and parking surface*)

Additional document may be requested to complete the permit process.

Applications and paperwork can be submitted at permits@cityofkilgore.com or at city hall.

Question can be directed to the permit office at 903-988-4119.