

How to Get a Permit – Detached Accessory Building

Who can get a building permit?

Licensed contractors may obtain permits for any property. Home-owners may obtain permits for their own property.

What do I need to get a permit?

- Accessory buildings *less than 200 square feet* require a LAND USE PERMIT. A site plan is required to obtain a land use permit.
- Accessory buildings *greater than 200 square feet* require a BUILDING PERMIT. Two copies of a site plan and two copies of structural plans are required to obtain a building permit.

What is a site plan?

A drawing of your property showing where the accessory building will be, how far it will be from the property lines, house and any other buildings. A sample site plan is enclosed in this packet. A photocopy of a survey with the accessory building's location is acceptable.

What is a structural plan?

Detailed drawings of how the accessory building is constructed and what materials will be used. The more information the better! A sample plan is included in this packet. Although the plan shows an acceptable way to construct an accessory building, it is by no means the only approved way. Plans may be hand drawn or computer generated. The details are the important part of any plan.

How do I know where and how big I can build a detached accessory building?

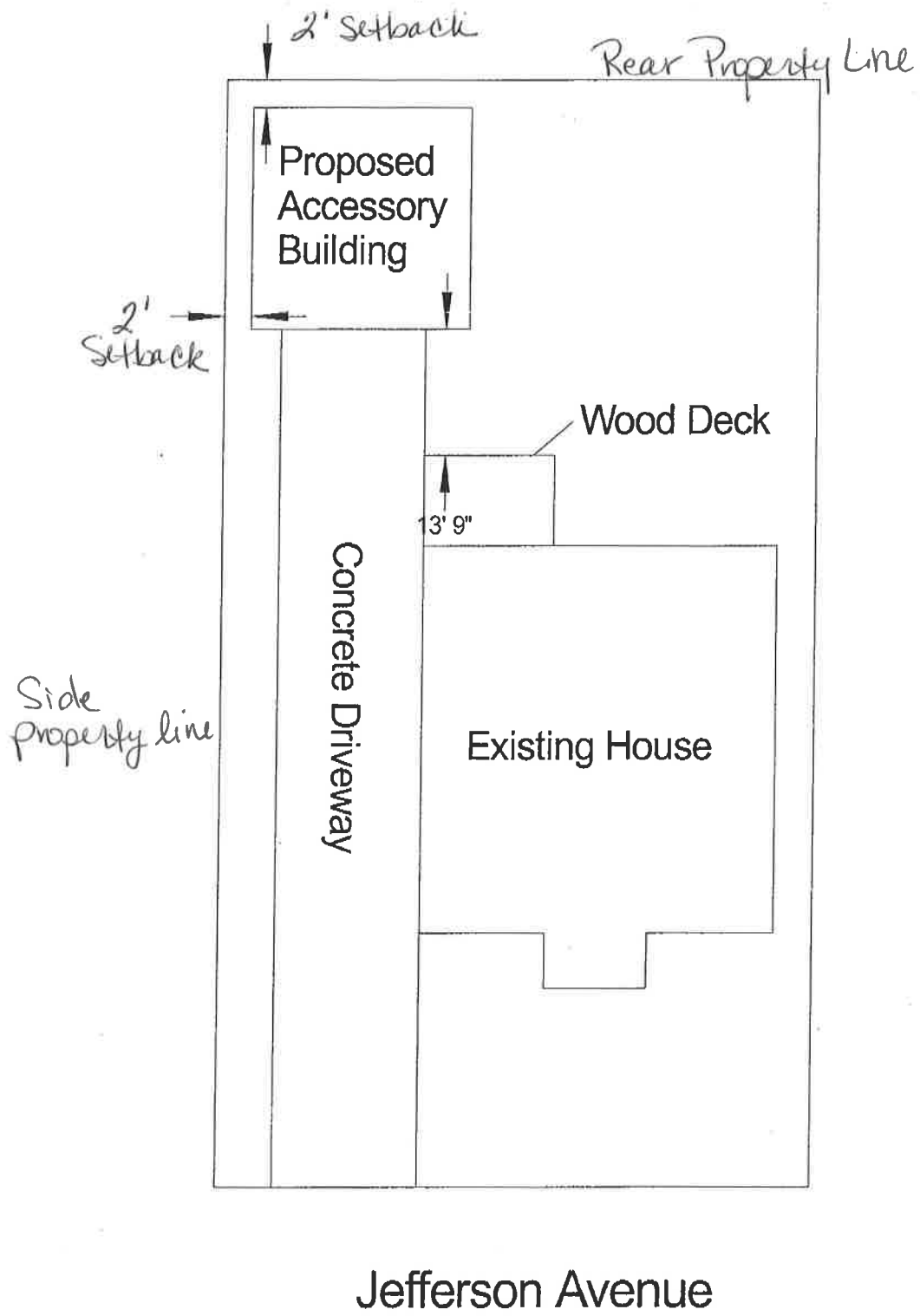
There is no size restriction for detached accessory buildings in the City of Holland. The average roof height may not exceed 17 feet. There are directions on how to calculate average roof height included in this packet. Detached accessory buildings have specific setback requirements, based on the size of the building and the configuration of your property. If you are on a corner lot, the side with the shortest street frontage is considered the front yard. See the enclosed drawing for 3 common lot scenarios.

I have plans now what?

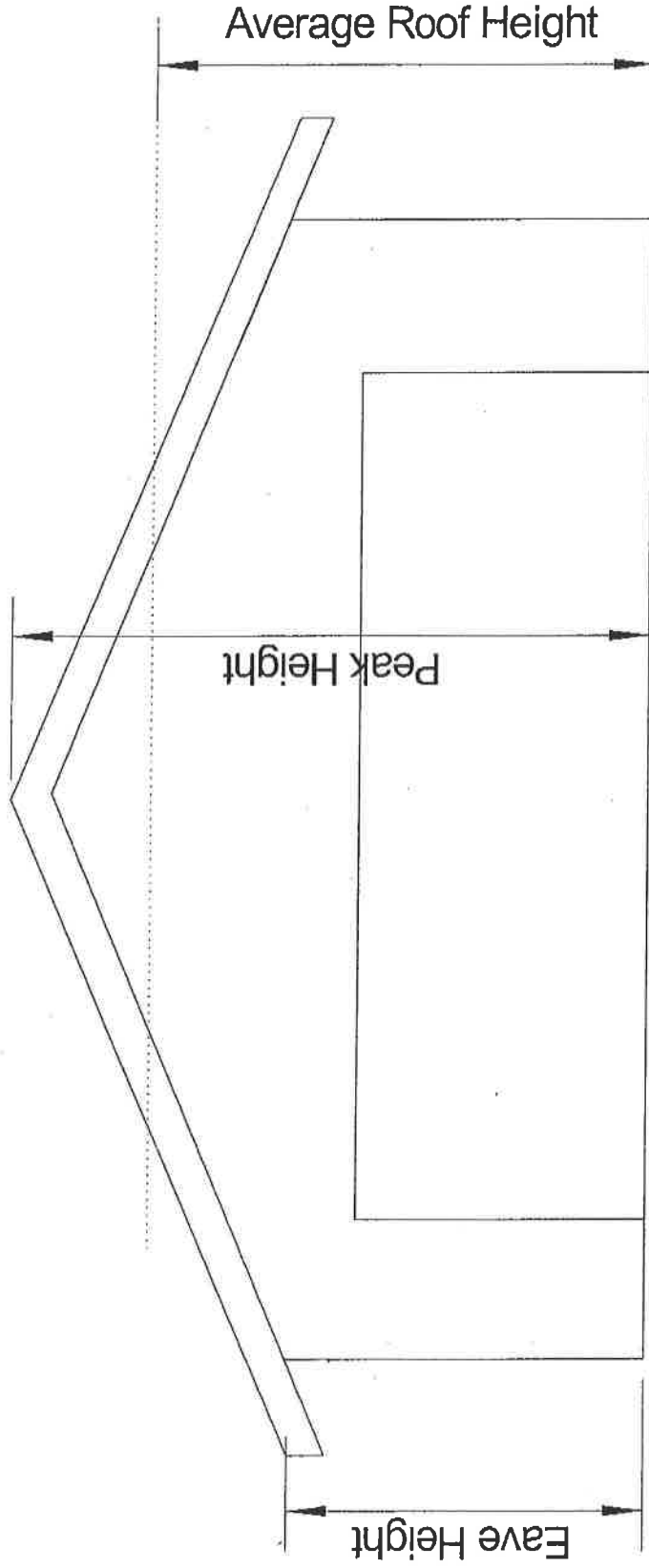
Submit the plans to Community & Neighborhood Services with the appropriate permit application. Land use applications can be reviewed in a day or two. Building permit applications may take up to two weeks for review. We will contact you when your permit is ready.

If you have any questions about this information, please contact us at 616-355-1330 or cns@cityofholland.com

Sample Site Plan



Average Roof Height



Average roof height equals Eave Height plus Peak Height divided by 2.

In this example $8' + 16' = 24' / 2 = 12'$

Maximum average roof height = 17 feet

Sample Detached Accessory Building Pan

