



CITY OF ROANOKE RAPIDS

PLANNING & DEVELOPMENT DEPARTMENT
1040 ROANOKE AVENUE, PO Box 38 ROANOKE RAPIDS, NC 27870
PHONE: 252-533-2844 FAX: 252-533-2870
EMAIL: PERMITS@ROANOKERAPIDSNC.COM

PAYMENT INFORMATION _____

CERTIFICATE OF ZONING COMPLIANCE APPLICATION FOR STRUCTURAL ADDITIONS AND ACCESSORY STRUCTURES

___ Shed ___ Carport ___ Garage ___ Deck ___ Picnic Shelter ___ Other

Site Address: _____

Site Owner: _____

Applicant: _____ Telephone: _____

Address: _____

Email Address: _____ Proposed Dimensions: _____

ACCESSORY STRUCTURE PERMIT GUIDELINES

- Owners are responsible for identifying location of property lines.
 - Owners are responsible for identifying underground locations of gas, water, and powerlines. Call 811 if you have questions regarding utility locations.
 - Accessory structures can be installed up to 3' of property line on back and sides of property.
 - If accessory structure is taller than 16'; setback is 2' further inward from back of property for every foot taller than 16'.
 - Zoning district determines minimum required distance from street right-of-way line and Lot boundary Line. Street Right of Way setback determines distance from middle of street to front.
 - Stand-a-lone structures must be properly anchored. Concrete slabs must show concrete anchors in drawings; anchors in ground must be shown in drawings.
 - If **pre-built** structure is larger than 400 square feet or less than 400 square feet and built on a concrete slab, a building permit is required.
 - All **custom site-built** structures with any one dimension greater than 12' requires a building permit.
 - All accessory structures require a zoning permit.
 - Contact Planning and Development for an accessory structure inspection at 252-533-2844
- Applicant is required to provide detailed drawings of accessory structure including dimensions and measurements to application provided by Contractor/Dealer. Provide location of proposed structure prominently marked on map. (Office can assist with distance to property lines and locate other structures on property)**

Applicant Signature

Date

Zoning District: _____

Setbacks: Minimum Distance from Street Right of Way _____

Minimum Distance from Lot Boundary Line _____

PLANNING OFFICE USE ONLY:

Additional Comments:

Application Fee Paid/Date _____ Approved _____ Denied _____

Land Use Administrator

Date

Building Inspector

Date