

Accessory Building and Structure Information Worksheet

All accessory building and structures shall comply with Syracuse City ordinance and building codes. The following questions will help Syracuse citizens through the permit process.

What is the square footage of the proposed accessory building or structure? _____ Sq. feet
Is this 200 square feet or greater? Yes _____ No _____

If yes, then the applicant needs to obtain following:

A Conditional-use permit and approval needed from Syracuse City Planning Commission and City Council.
A building permit and inspection(s) are required through Syracuse City building officials.

Syracuse City councils requires Site Plan* for accessory buildings or structures 200 feet or greater with the following information:

The location of home, property line setbacks, parking spaces, location of proposed building, easements, location of buildings within 50 feet of the proposed accessory building.

Elevation drawings showing roof structure, type of material and the design finish of the building, and building structure measurements.

*Please Check with Syracuse City building officials for any additional information or format required in building permit site plan submittal.

Setback criteria's:

- _____ A minimum distance of ten (10) feet from principle building.
- _____ A minimum distance of three (3) feet from rear or side property line.
- _____ A minimum distance of Sixteen (16) feet from adjacent properties principle buildings.

If the adjacent property is vacant, then accessory structure or building setback shall be a distance of eight (8) feet from property line.

If the proposed accessory building or structure is on a Corner lot then the setback shall meet side and rear setback of the adjacent building lot.

What is the wall height from the finish floor to the top of the wall plate? _____ Feet _____ Inches
Is this greater than ten (10) feet? Yes _____ No _____

If yes, then building or structure shall meet additional setback criteria of two feet per one foot of height from the original three feet set back requirement

Additional Requirements per City Ordinance

There shall be two or less building(s) on rear parcel and no structure(s) located on frontage of any property. Structure(s) will cover less than 25% of rear yard.

The structure(s) exterior shall blend aesthetically in architecture and design material to the principal building exterior.

Electrical, plumbing, mechanical systems installed? Yes _____ No _____
If yes, a building permit is required regardless of building size.

