



Accessory Structure

Application and Checklist

Zoning@ColumbiaSC.gov

Checklist for Accessory Structure Permit Applications

A completed accessory structure permit application requires the following information. Please initial to signify that the requested information has been provided or is not necessary.

	Applicant Initials	Staff Initials
A copy of this Application Checklist, completed by the applicant	<input type="text"/>	<input type="text"/>
A completed and signed Application Form	<input type="text"/>	<input type="text"/>
A Site Plan (one copy, minimum 8 1/2" x 11") which meets the requirements listed in this application, or <u>a sketch can be provided on page 4 of this application</u>	<input type="text"/>	<input type="text"/>
The structure is 200 sqft or less	<input type="text"/>	<input type="text"/>

Checklist for Accessory Structure Permit Applications in Certain Overlay Districts

A completed accessory structure permit application for property in the OV-FP, OV-FW, OV-5P, OV-ID, OV-NMC, OV-CC, or OV-HP districts must also include the following information:

	Applicant Initials	Staff Initials
Accessory Structure Rendering (one copy, minimum 8 1/2" x 11") that includes: <ul style="list-style-type: none"> Color proof identifying materials and dimensions 	<input type="text"/>	<input type="text"/>

ACCESSORY STRUCTURE

A structure that is:

- Subordinate to and serves a principal building;
- Subordinate in area, extent or purpose to the principal building served;
- Designed for the comfort, convenience or necessity of occupants of the principal use served;
- Located on the same lot as the principal building served.
- Not be erected closer than three feet to any side or rear property line;
- Not be erected within five feet of any main building unless proposed structure is open on all sides;
- Not be erected within a required front yard.

Examples: Gazebo, Storage Shed, Pergola, Chicken Coop, Greenhouse, etc...

**Disclaimer: After review, Zoning staff may determine that the proposed accessory structure requires a building permit and all relevant building inspections.*



1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

2. Property Information

Address (including Suite/Unit/Space number, as appropriate)		
Tax Map Reference Number(s)	Zoning District	Overlay District (if applicable)
Property Owner/Business Name (if applicable)		

3. Property Status

To the best of your knowledge, is the property located within a flood hazard area? Yes No

Is this a homeowner installation? (If yes, skip section 4) Yes No

4. Contractor Information

Contractor Name	City Business License #
Address (street, city, state, zip)	
Phone	Email



Accessory Structure

Application and Checklist

Zoning@ColumbiaSC.gov

5. Accessory Structure Information

Length	Width	Height	Total Square Footage	Material

6. Site Specific Information

SETBACKS (distance to property lines in feet)				
Front Yard	Secondary Front Yard (Corner Lot)	Side Yard (Left)	Side Yard (Right)	Rear Yard

7. Project Value

Project Value	\$
---------------	----

8. Site Plan

Attach a site plan at least 8 ½" by 11" in size that includes the following information or use page 4 to sketch.

The site plan shall indicate:

- The proposed location of accessory structure
- The location and dimensions to property lines and principal building

9. Applicant Signature

Signature of Applicant	
Print Name	Date



**DETAILED SKETCH OF PROPERTY WITH
PROPOSED ACCESSORY STRUCTURE LOCATION
WITH DISTANCES TO PROPERTY LINES AND
PRINCIPAL STRUCTURE CLEARLY SHOWN**

A large, empty grid of 30 columns and 30 rows, intended for a detailed sketch of the property and proposed accessory structure.