

# ACCESSORY BUILDING PERMIT



## Definition

An **accessory** use of a structure is any structure subordinate to the principal use of another building on the lot or site with, and serving a purpose customarily incidental to the use of the principal building.

## Permits

- A permit is required by the City of Waukee before the erection, construction, alteration, placing or locating of any accessory structures larger than 200 square feet.
- The price of an accessory structure permit is based upon the square footage of the proposed building.



## Process

- Permits are submitted online at:  
<https://waukeeia.portal.opengov.com/>
- Submit a completed application with a copy of a site plan and specs including details of the proposed size, location and materials used.
- You will be notified via email notification of review questions, approval and any fees.
- Once the permit has been approved and paid for, you may begin your project.

## Requirements

- Accessory buildings cannot be erected within a front yard.
- Any accessory structure must be at least two feet away from alley lines, easement lines and lot lines.
- All accessory buildings must be detached, at least six feet away from any building projection, and may not be connected to a breezeway.
- An accessory building cannot occupy more than 30 percent of the rear yard area and cannot exceed 14 feet in height unless permitted otherwise by the zoning ordinance.
- All accessory structures, regardless of their size, must be placed out of any easements that run through a property.

**Note:** The City of Waukee also recommends that property owners verify that the type of structure they desire is allowed under any restrictive covenants as the City is not responsible for enforcing these covenants. More information can be found on [www.Waukee.org](http://www.Waukee.org).

**Waukee Community Development Department**

204 W. Hickman Road • Waukee, IA 50263 • 515-978-9533 • [www.Waukee.org/BuildingPermits](http://www.Waukee.org/BuildingPermits)