

Checklist/Instructions for Accessory Structures: awning or canopy (attached to a structure) - Residential

Note: Requirements for Accessory Structures: awnings and permanent canopies (attached to a structure) are based on the projection of the awning/canopy, as well as whether or not they require additional support.

Awning/Canopy that meet both of the following descriptions: project 54 in. or less from the primary structure and do **not** require additional support.

- Required Application(s):
 - Zoning Permit: Accessory Structures – Residential**

- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the awning/canopy will be on the property. You will need to include the dimensions of the awning/canopy and the distance between them and the property lines. You also need to show the location of all existing structures on the property.

Awning/Canopy that meet ANY or all of the following descriptions: project over 54 in. from the primary structure and/or require additional support.

- Required Application(s):
 - Building Permit: Accessory Structures – Residential**
 - Zoning Permit: Accessory Structures – Residential**
 - Electrical Permit: Rewire/Retrofit/Replacement – Residential** (only required if electrical work is required for installation)
 - **Please Note:** the Electrical Permit must be obtained by a Licensed Electrician

- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the awning/canopy will be on the property. You will need to include the dimensions of the awning/canopy and the distance between them and the property lines. You also need to show the location of all existing structures on the property.
 - Construction Plans/Drawings:** submit plans with the Building Permit application.

- Additional Information/Requirements:
 - Plan Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to Plan Review. Plan Review occurs every Friday. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.