

Checklist/Instructions for Accessory Structures: awning, marquee, canopy (attached to a structure) - Commercial

Note: If the awning, marquee, canopy, etc. is going to have any kind of signage on it, then you will also have to submit a **Zoning Permit: Signs – Commercial** application in addition to the below requirements.

- Required Application(s):
 - Building Permit: Accessory Structures – Commercial**
 - Zoning Permit: Accessory Structures – Commercial**
 - Electrical Permit: Rewire/Retrofit/Replacement – Commercial** (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.