

Checklist/Instructions for Accessory Structures: deck, ramp, patio - Commercial

Note: Requirements for Accessory Structures: decks, ramps, and concrete patios are based on the size and height of the structure, as well as whether it is attached or detached from the primary structure.

Deck/Ramp that meets ALL 3 of the following descriptions: 120 sq.ft. or less in size, detached from the primary structure, and 30 in. or less in height.

- Required Application(s):
 - Zoning Permit: Accessory Structures – Commercial**
 - A Building Permit application is **NOT** required
- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.

Deck/Ramp that meets ANY or all of the following descriptions: Over 120 sq.ft. in size, attached to the primary structure, and/or over 30 in. in height.

- Required Application(s):
 - Building Permit: Accessory Structures – Commercial**
 - Zoning Permit: Accessory Structures – Commercial**
- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure 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.
 - Indiana State Construction Design Release:** please visit the State's website (<https://www.in.gov/dhs/building-plan-review/>) to see if a CDR is required.

Concrete Patio:

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