

Checklist/Instructions for Accessory Structures: exterior stairs/steps - Commercial

Note: Requirements for Accessory Structures: exterior stairs and steps are based on the height of the exterior stairs/steps, as well as whether they are attached or detached from the primary structure.

Exterior Stairs/Steps that meet both of the following descriptions: detached from the primary structure and 30 in. or less 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 exterior stairs/steps will be on the property. You will need to include the dimensions of the stairs/steps and the distance between the them and the property lines. You also need to show the location of all existing structures on the property.

Exterior Stairs/Steps that meet ANY or all of the following descriptions: 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.