

# Walk In Application



## Residential Portable Storage Buildings

(≤ 320 square feet in area and without a permanent foundation)

DO NOT FAX OR E-MAIL APPLICATION



Applicant's Name\*: \_\_\_\_\_

*\*A legible copy of a current government photo ID is required to be submitted by the applicant*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant is  Contractor,  Homeowner\*\*, or  Authorized Agent

If applicant is contractor, list name of company: \_\_\_\_\_

**\*\* If applicant is homeowner, please read the following and sign below.**

*In consideration for a Homeowner's Building Permit, I do hereby swear and affirm that I will be performing the work as described on this application, and that I will not be assisted by any other person performing the remuneration. Also, I confirm that I am the homeowner and do reside therein as my homestead at the address listed above.*

Signature of Home Owner: \_\_\_\_\_

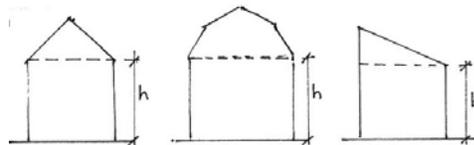
**Staff use: Business Registration Number is \_\_\_\_\_ BR.**

1. Project Address: \_\_\_\_\_

2. Fair Market Construction Valuation - Declared: \_\_\_\_\_

3. Area of the Building: (\_\_\_\_) X (\_\_\_\_) = \_\_\_\_\_ sq.ft.  
(Length) X (Width) = Area

4. Height (h) of Walls: \_\_\_\_\_ feet



5. Type of Foundation (choose one):

Concrete Blocks  Non structural plain concrete slab  Wood Runners  None

6. Material of exterior walls (choose one):

Masonry  Metal  Siding, specify \_\_\_\_\_  Wood  Other \_\_\_\_\_

*If the wall height is more than 8 feet, then the exterior building material cannot be metal.*

7. Roofing Materials (choose one):

Composition Shingles  Wood  Metal  Wood Shingles  Other \_\_\_\_\_

*If the wall ht is > 8', then the roofing cannot be metal, except for standing seam (if present on the primary structure).*

*In addition, if the building is > 200 sq.ft. in area, the roof pitch shall be compatible with the roof pitch of the house.*

Proposed Roof Pitch = \_\_\_\_\_ : 12

8. Electrical Circuit: .....  Yes  No (If yes, a separate electrical permit is required)

9. Attach Site Plan/Plot Plan: (Please turn over to see the list of required details)

10. "Proposed building will not divert, block, nor alter existing drainage patterns and will be setback at least five feet from any other structure/ fence. In addition, there are no recorded and active covenants and/or restrictions that apply to the subject property and/or neighborhood that would prohibit the proposed structure." \_\_\_\_\_ (applicant's initial)

I hereby certify that I have read and examined this application and know the same to be true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Staff Use: For future reference, this permit application number is RP # \_\_\_\_\_ - \_\_\_\_\_**

**Site Plan shall include:**

- a. Lot with dimensions and showing the existing primary residential building and all other existing accessory buildings.
- b. Write the area (in sq.ft.) of each of those existing buildings (building footprint only; do not include the second storey of any building).
- c. Name the streets adjacent to the property and write the property address.
- d. Show the proposed storage building with a solid fill; and
  - Label the length and width of the proposed storage building;
  - Label the distance from side and rear property lines; and
  - Label the distance from other adjacent buildings on the lot (5' min)

**BELOW REVIEW INFORMATION IS FOR STAFF USE ONLY:**

Zoning District: \_\_\_\_\_ Zoning Overlay: \_\_\_\_\_ Zoning Modifier: N/A (If "PD", review Ordinance/Plan to determine if there are any specific standards related to setbacks or fence materials. If data is unavailable, permit cannot be processed O-T-C)

- 1. Site Plan  Yes  No
- 2. Is the lot in compliance with the lot coverage requirement?  Yes  No
- 3. Is the proposed building in the side/rear building setbacks?  Yes  No

For double frontage lots, the minimum rear setback is 20'.

**Exception 1:** When the lot backs up to a minor collector or a local street, the rear setback may be reduced to 5' when a screening fence is erected along the rear property line.

**Exception 2:** When the lot backs up to a major thoroughfare, the rear setback may be reduced to 5', only if the proposed accessory structure is no more than 8' in wall ht and is less than or equal to 200 square feet in area.

For corner lots, the minimum side street setback is 15'.

**Exception:** The side street setback may be reduced to 10' when a side screening fence is installed.

- 4. Is the proposed building complying with the approved bldg materials?  Yes  No
- 5. Is the proposed building complying with the bldg ht requirement?  Yes  No
- 6. Is the proposed building located in any easement?  Yes  No
- 7. Is the proposed building located within floodplain?  Yes  No
- If yes, provide Floodplain Permit .....  Yes  NA

8. Easement Classification: (Circle one): Drainage, Electric, Gas, Non Specific, Public Access Telephone, Water/Sewer, N/A

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

If approved, stamp the Site Plan with:

**"CITY OF ARLINGTON APPROVED PLANS"**

Reviewed by: \_\_\_\_\_ (staff signature) Date: \_\_\_\_\_

Additional review needed?  Yes  No