



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

ONE PAGER PLUS

Accessory Structures

How to apply for an Accessory Structure

1. Read through this document to identify the requirements and restrictions on accessory structures relevant to the specific project.
2. Contact the Planning and Zoning Division at 269-966-3320 with any questions regarding the accessory structure project.
3. On the [Applications and Petitions](#) page of the City of Battle Creek's website, download and complete the Accessory Structures Permit Application Form.
4. Click the "[Online Application for an Accessory Structure Permit](#)" link to navigate to the online accessory structure permit application.
5. Search for the address of the project by number and street name.
6. Click the correct line for the address of the project.
7. Follow the prompts, then submit when done. If you need more assistance, please see the section at the end of this document titled "Ready to Apply?".
8. A link will be sent to the email entered during the application process when the web request is processed by City staff.

What is needed to apply for an Accessory Structure?

- Completed [Zoning Permit Application](#).
- Address of the property where the accessory structure will be built.
- A sketch showing the proposed location of the accessory structure in relation to the following:
 - Property lines
 - House
 - Street(s)
- A description of the proposed accessory structure, including dimensions, materials, and any blueprints/model images.

Note: You may contact the Planning and Zoning Division to obtain an aerial view of the subject lot to assist in showing the location of the proposed accessory structure.

What is an Accessory Structure?

An accessory structure is defined as "a separate building located on the same lot as the main building, the use of which is naturally and normally incidental to that of the primary use of the main building or land" ([1230.06\(a.1\)](#)). In other words, an accessory structure is distinct and separate from the main building. Its use is something that would be expected and associated with the use of the main building.

Common accessory structures include detached garages, carports, tree-houses, play structures, sheds, workshops, greenhouses, gazebos, storage buildings, and pool houses. Swimming pools and hot tubs are considered accessory structures for permitting and regulation purposes. For further guidance on applying

for a pool or hot-tub, please read the Pools and Hot Tubs one pager plus. Multiple accessory structures are allowed on a single lot.

Accessory structures cannot have kitchens or be occupied as a residential units. For this type of structure, contact Planning and Zoning Division staff to discuss the requirements and regulations of an Accessory Dwelling Unit (ADU).

The property owner/contractor is responsible for making sure that the subject accessory structure is located within the property line and not the right-of-way or on an abutting property. An approval of a permit application by a City employee and the installation of the subject improvement does not negate this obligation.

The only way to be completely certain of the location of property lines is to have a property survey done by a licensed surveyor. If the accessory structure is being built near to a property line, it is recommended that the applicant hire a surveyor to verify the location of property lines and setbacks from those property lines.

General Requirements

The maximum floor size of a single accessory structure must meet the following criteria:

- The total area occupied by accessory buildings on a given lot cannot exceed 10% of the total lot area of the parcel.
- The total area occupied by accessory buildings cannot exceed 50% of the rear yard area.
- The maximum percent of building coverage of a parcel allowed in the underlying zoning district cannot be exceeded. Building coverage includes all structure on the site. See the table below for the maximum percentages allowed for all residential zoning districts. If a zoning district is not listed, there is not a maximum percent of building coverage in the Zoning Ordinance for that district.

Maximum Percent of Building Coverage	Zoning District(s)
30%	R-1A, R-1B, MFR
25%	R-2, R-3
40%	T-3

Accessory buildings cannot be located in the front yard, which is defined as the yard located adjacent to street frontage between the primary structure and the front property line. If the property is a corner lot or through lot, there will also be a secondary front yard, as the property has two street frontages. The secondary front yard is present on the side or rear of the existing property and may or may not be how the property is accessed. See below for examples of what this could look like.

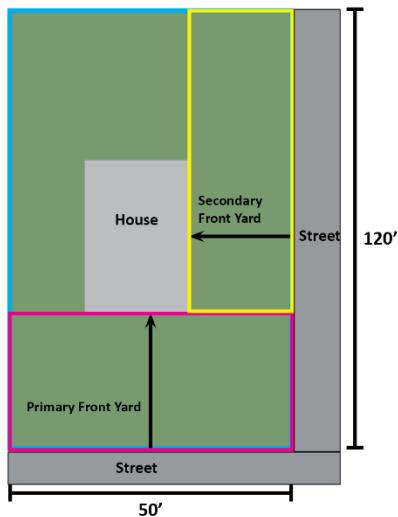


Figure 1: Diagram of Primary and Secondary Front Yards of Corner Lots.

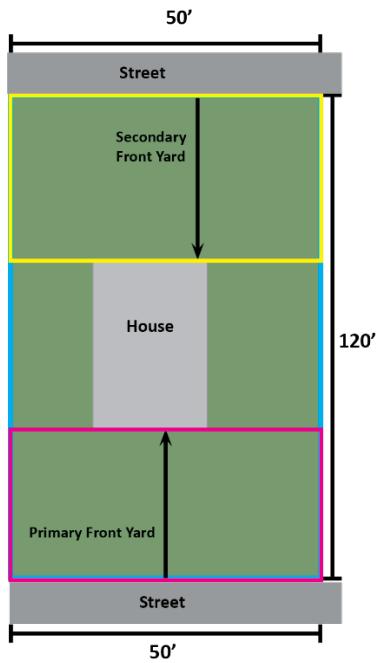


Figure 2: Diagram of Primary and Secondary Front Yards of Through Lots.

Accessory buildings must be at least 3' from all side and rear lot lines including any roof overhang of the accessory building. One exception to this is swimming pools and hot tubs, which are required to be 6' from the side or rear lot line only. All accessory buildings (excluding swimming pools and hot tubs) are also required to be at least 10' from the main building and any other accessory buildings present, unless otherwise permitted or approved by the Inspections Department. Accessory buildings must not exceed 16' in height.

Required Permits

An accessory structure in excess of 199 sq. ft. requires a Building Permit. An accessory structure 199 sq. ft. or less requires a Zoning Permit. Accessory structures of any size, depending on use, may require trade permits (e.g., Electrical, Plumbing).

If the property where the accessory building will be located is in a Historic District, a [Certificate of Appropriateness](#) will also be required. This application goes through the [Historic District Commission](#) and is needed to ensure that any work being done will be compatible with the existing neighborhood, that any existing historical feature is preserved to the best of the applicant's ability, and that any work being done during the project will not damage existing historic features on the property. A letter of approval from the Historic District Commission is required with the submission of an Accessory Structure Permit for projects located in a Historic District.

To check if the property is in one of the City's local historic districts, please enter the address of the property into the map at the following link: [Historic Districts Map](#). If there are further questions about the property, please contact the Planning and Zoning Division at 269-966-3320.

Questions?

For the complete list of requirements for accessory building construction, please read [Section 1260.01](#) "Accessory Buildings and Uses" of the City Ordinances. For other questions, please contact the Planning and Zoning Division directly at 269-966-3320.

Ready to Apply?

Permits for Accessory Structures are submitted online through BS&A. Follow this link to begin the permitting process: [Accessory Structure Permit](#). See below for a step-by-step walkthrough of how to complete the application.

1. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Accessory Structure Permit Application Form.

Accessory Structures

- [Accessory Structures One Pager Plus](#)
- [Accessory Structures Application Permit Form](#)
- [Online Application for an Accessory Structure Permit \(BS&A Online\)](#)

2. Type in the number and street address of the project into the "Search For:" field. Press the Search button.

 **Homeowner Application for Permit**
Submit a permit application online.

[Contractor Learning Center](#)

Thank you for using Battle Creek's Online Permit Application Services! If you have any questions regarding this process, please call 269.966.3382.

Select a Property	Enter Permit Details	Enter Applicant Information	Estimate Permit Fees	Submit Application
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Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By:

Search For:

[Next](#)

3. Select the correct address from the list that appears. Click "Next".

Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By:

Search For:

Owner Name	Address	Parcel Number
REEVES,LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

[Next](#)

4. Under "What type of permit are you applying for?", select "Zoning" from the drop-down list.

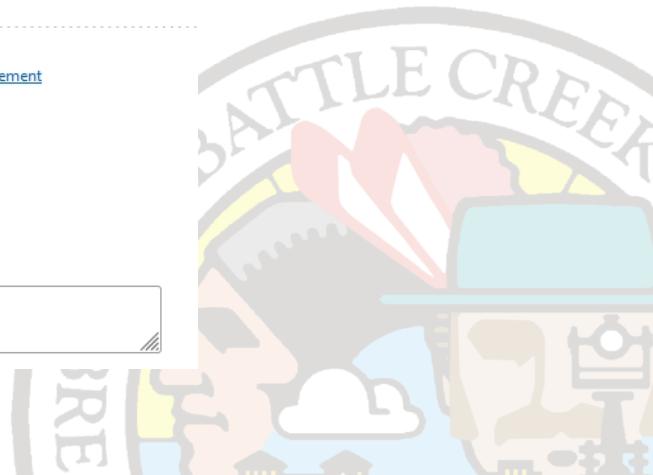
Step 2: Enter Permit Details

Have an existing project? [Link to existing project requirement](#)

★ What type of permit are you applying for?

★ Is this Project Residential or Commercial?

★ Please describe the work to be done in detail:



5. As the fields appear, answer them as appropriate for the project. Fill out the box with a detailed description of the work that is being proposed.

Step 2: Enter Permit Details

Have an existing project? [Link to existing project requirement](#)

Res Acc less than 200 sq ft Permit Type selected. [Click Here](#) to select a different Permit Type.

★ Please describe the work to be done in detail:

Building a 25 square foot shed in my rear yard. It will be 35 feet from the house. It is a ~~pre-built~~ model.

6. On the same page, fill out the Construction Details. For the “Basic Usage” drop-down menu, select the use of the property as a whole rather than the use of the accessory structure specifically. When finished, click “Next”.

Construction Details

★ Basic Usage:	Residential
★ Building Height:	8
★ Building Total Square Footage:	25
★ Construction Value:	250.00

7. Fill out the applicant's contact information. Be sure to enter a working phone number and email that will be checked regularly. When finished, click “Next”.

Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

Homeowners Please provide Driver's License or State Identification and date of birth. This information is required prior to permit issuance.

SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.1523A, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECTED TO CIVIL FINES.

HOME OWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE CONSTRUCTION WORK DESCRIBED ON THIS APPLICATION WILL BE CONDUCTED BY THE UNDERSIGNED IN MY SINGLE-FAMILY DWELLING IN WHICH I LIVE OR AM ABOUT TO OCCUPY. I UNDERSTAND PUBLIC ACT 230 OF 1972, AS AMENDED, THE MICHIGAN RESIDENTIAL CODE, AND I ASSUME ALL RESPONSIBILITY FOR OBTAINING ALL NECESSARY INSPECTIONS

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name:

REEVES,LESTER R

Address:

No Data to Display

★ I certify that I am the owner of the property listed above.

Contact Information

★ Name:

John Smith

★ Phone Number:

(123) 456-7890

★ Email Address:

email@gmail.com

★ Confirm Email:

email@gmail.com

Homeowner Phone Number:

Homeowner Email:

[Back](#) [Next](#)

8. Review the estimated permit fees, which are automatically calculated for the permit that is being applied for.

Step 4: Estimate Permit Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

You MUST select fees based on the scope of work of your project or your application will be rejected.

Available Fees

Fee Description	Category
No online fees are configured.	

Selected Fees

Fee Description	Fee	Quantity
No online fees are configured.		
Admin Fee	\$30.00	30.00
Inspection Fee	\$40.00	40.00
Zoning Application	\$10.00	10.00
Total Estimated Fees:	\$80.00	

[Back](#) [Next](#)

9. Attach the required site plan and construction plan, including the items detailed in this One Pager Plus. If the project is located in a Historic District, attach the approval letter from the Historic District Commission.

Step 5: Attach Documents

When submitting a residential building permit, please also submit a sketch showing the measurement from your property lines to the proposed improvements.
Your sketch does not have to be to scale.
MUST BE IN PDF FORMAT.

[Attach Documents](#)

Document Title	Status	Description	File Name	
Site plan	REQUIRED			 Attach File
Construction Plans (Drawings That Provide Scope of Work Description)	REQUIRED			 Attach File
Historic District Approval	Optional			 Attach File
Flood Zone	Optional			 Attach File

[Add Additional Document](#)

[Back](#) [Next](#)

10. Review the entered information before confirming that the disclaimers have been read and submitting the application.