

TOWN OF CROSSROADS

Accessory Building Permit Process

Please initial & date all following statements signifying your agreement to the following conditions.
(Keep a copy for yourself)

1. Information required to obtain an accessory building permit.
 - A. Four complete set of plans ¼” scale, site plan location of proposed structure showing existing buildings, property lines, setbacks, and easements.
 - B. Identify zoning category of subject property.
 - C. If applicable state type of proposed septic system with septic application and fees. Original copy of maintenance agreement signed by the owner and provider. The Town Environmental Health Inspector is Mr. Tom Bailey, Office (972) 977-2665.
 - D. Contractor registration if applicable, copy of license and photo ID for electrician, plumber, Hvac and septic contractors; ID Card must be obtained at Town Hall by each contractor – there is a \$50.00 annual fee for this card.
2. If approved, permit fees will be determined by the Town based on square footage of the building. Payment will be required for building permit fees upon approval. Septic fees are due when the application is submitted. If the application is denied, applicant has the right to appeal to P & Z, and the Town Council. For commercial projects, P & Z will make a recommendation to the Town Council which will take final action.
After payment of all fees, the building permit will be issued. Permit must be posted on site during construction.
3. Slab and setbacks (See attached regulations) verification inspection required before foundation installed.
4. Applicant/Owner is responsible to notify Builder/General Contractor of designated truck routes approved by Town Council within the Town Limits for delivery of construction materials. Town will provide map of designated routes.

_____ Date _____
Applicant’s Signature and acknowledgement of all foregoing requirements.