

The Permitting Process

A residential accessory and addition permit, also known as a **zoning permit**, may be processed over the counter at the Indian Trail Administrative Services Building. The permit application is available online or by hardcopy. Please visit the Town of Indian Trail website for more information at www.indiantrail.org.

Zoning Permit



A Planner will process your zoning permit for the accessory structure or addition. Please come prepared with your completed application, fee payment, and physical survey at time of application submission.

Once your application is completed and you receive a zoning permit, you may be required to obtain a building permit from Union County. The following improvements typically necessitate a Union County building permit:

- All structural residential additions
- Accessory structures over 144 sq. ft. in area or 12' in height.
- Any structure requiring electricity or plumbing or mechanical work.
- Please consult with the Union County Building Department regarding all permitting requirements.

Union County Building Department

500 North Main St. Suite 36
Monroe, NC 28112
704-283-3816



As-Built Survey

All residential additions require an as-built survey prior to the issuance of a zoning compliance. An as-built survey is performed by a licensed surveyor and updates your physical survey to show the new addition.

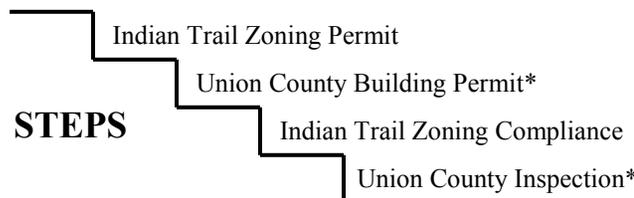


Zoning Compliance Process

Once your work is complete, contact the **Indian Trail Code Enforcement office at 704-821-5401** for an zoning compliance inspection. These inspections ensure the proposed setbacks are met and the structure complies with the zoning ordinance.

Please note that if a building permit from the County was required, the Union County Building Department will withhold their final approval on the structure until the Town of Indian Trail's zoning compliance certification has been released.

Summary of Permit Process



* if applicable

Indian Trail Planning & Neighborhood Services Department

Administrative Services Building
130 Blythe Dr. Indian Trail, NC 28079
Reach us by phone at 704-821-5401
www.indiantrail.org



Residential Additions and Accessory Structures



A Quick Guide to the Permitting Process

Indian Trail Planning & Neighborhood Services
Administrative Services Building
130 Blythe Drive
Indian Trail, NC 28079

704-821-5401
www.indiantrail.org

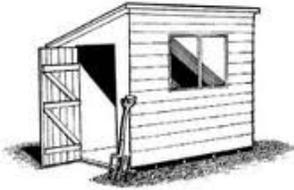
Residential Accessory Structures

What is an accessory structure?

An accessory structure is any structure that is subordinate in area, extent and purpose to the principal use on the lot. An accessory structure is *detached* from the principal building.

The following are typical examples of accessory structures:

- Sheds, storage buildings
- Detached decks, patios
- Pools, playground structures
- Gazebos, pergolas



Accessory Structure Must...

...not exceed 60% of the primary structure floor area unless granted a Special Use Permit.

...be constructed in conjunction with or after the principal building

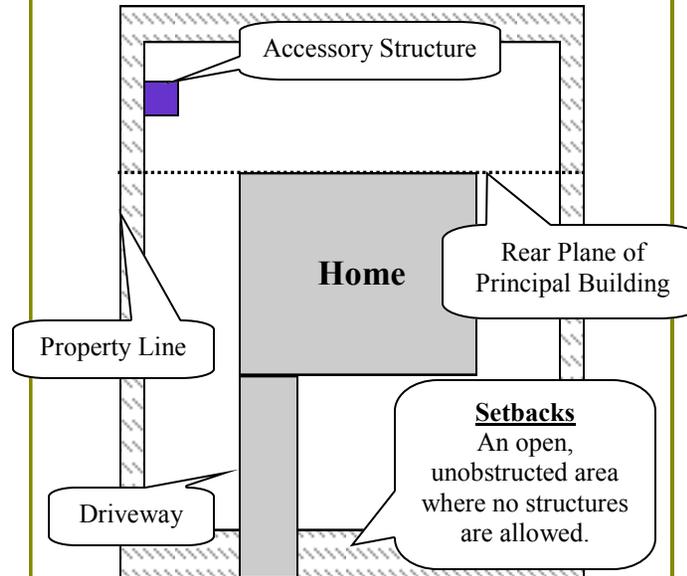
...be separated by a minimum distance of 10 ft. from all other accessory and principal buildings.



...not cover more than 15% of the actual area of the rear yard or an area exceeding 50% of the building coverage of the principal building.

Accessory structure requirements are outlined in Unified Development Ordinance Chapter 710.

Where Can I Place My Structure?



Setback Requirements

- Accessory structures must be setback at least 5' from the property line if located behind the rear plane of the primary building.
- Structures must conform to exterior setbacks for street-side and corner lots. No accessory structure may be closer to the street than the principal building.
- In the Rural Single Family (RSF) zoning district, accessory buildings must be setback 35' from all property lines.

Height Requirements

- If the structure is greater than 12' in height, setbacks must increase by 2' for every 1' in height beyond 12'.

Ex: A 14' high shed would require a setback of 9' from the property line.

Residential Additions

A residential addition is a structure that is *attached* to the principal building. Common examples of home additions include: covered patios and attached pergolas or decks.

What are the Requirements for Residential Additions?



- All residential additions must conform to the required setbacks of the principal house. Setbacks may be found on your survey.
- The materials for building additions must match the materials of the main structure. An architectural rendering of the addition may be required.
- Must meet the lot building standards set forth by the **Unified Development Ordinance Chapter 510.040**



Helpful Tips

Keep the following in mind before starting your addition/accessory project:

- If applicable, check with your HOA for any additional restrictions or approvals.
- Call before you dig! Dial 811 for utility location prior to any excavation or ground work.