



# DEVELOPMENT SERVICES DEPARTMENT BUILDING PERMITS & INSPECTIONS DIVISION

**EXPRESS  
Datasheet  
Application**

Case # \_\_\_\_\_

(Not to be filled out by applicant, assigned by BP & I)

1.- PID # \_\_\_\_\_ (Central Appraisal Tax Identification Number)

2. Address \_\_\_\_\_ Space \_\_\_\_\_  
Zoning Section of Planning, if Address has not been Designated

3. Legal Description: Subdivision/Survey \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_

Verify Flood Zone in Subdivision Plan Review, 5<sup>th</sup> Floor, City Hall, 915-541- 4970

4.- Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Architect \_\_\_\_\_ Engineer \_\_\_\_\_

5.- Scope of work \_\_\_\_\_  
New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_

6.- Valuation \_\_\_\_\_

7.- Zone: \_\_\_\_\_ If SP or SC then provide Copy of Contract

8.- New Square Footage: (Heated/Unheated Area) \_\_\_\_\_ S.F.

9.- Side Yard Set-Back Minimum 5' between the Property Line and any  
Refrigeration Equipment Adjacent to House.....Yes \_\_\_\_\_ No \_\_\_\_\_

10. Electronic submittal.....Yes \_\_\_\_\_ No \_\_\_\_\_

## SUB-CONTRACTORS LIST FOR THIS PROJECT:

ELECTRIC \_\_\_\_\_ PHONE \_\_\_\_\_

MECHANIC \_\_\_\_\_ PHONE \_\_\_\_\_

PLUMBING \_\_\_\_\_ PHONE \_\_\_\_\_

### Express Permits for but not limited to:

- ✓ Mobile Home Placement
- ✓ Portable Building Placement
- ✓ Rockwall ( Walls not requiring Engineering Seal or Plans )
- ✓ Siding
- ✓ Swimming Pools
- ✓ Temp Placement
- ✓ Tents
- ✓ Window Replacement

## **“ ALL HIGHLIGHTED AREAS MUST BE COMPLTELY FILLED ”**

Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

B. Separate Permits are required for electrical , mechanical and / or plumbing.

### AFFIDAVIT:

I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas "one call" system before starting any excavation or digging work.

\_\_\_\_\_  
SIGNATURE OR OWNER (IF OWNER IS CONTRACTOR)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

\_\_\_\_\_  
DATE

**TDLR (Architectural Barriers) 1-800-803-9202**

**Central Appraisal 1-915-780-2000**

**Required: TEXAS ONE CALL SYSTEM 1- 800- 344- 8377 OR 1- 800- DIG-TESS**

**[http://www.elpasotexas.gov/development\\_services/](http://www.elpasotexas.gov/development_services/)**

Must Be COMPLETELY Filled Out

# DEVELOPMENT SERVICES DEPARTMENT

## BUILDING PERMITS & INSPECTIONS

FIFTH FLOOR, CITY HALL  
#2 CIVIC CENTER PLAZA  
EL PASO, TEXAS 79901  
WWW.ELPASOTEXAS.GOV  
541-4788 541-4790



## ACCESSORY STRUCTURES

### 20.10.030

- 1...MAX ONE STORY OR FIFTEEN FEET IN HEIGHT
- 2...MIN SIXTY FEET TO FRONT LOT LINE
- 3...MIN FIVE FEET TO MAIN BUILDING
- 4...SHALL COMPLY WITH SIDE AND SIDE STREET YARDS
- 5...NO REAR YARD SETBACK SHALL BE REQUIRED

### 18.02.103.1.1

STRUCTURES LESS THAN 120 S.F. IN FLOOR AREA ARE NOT REQUIRED TO GET A BUILDING PERMIT.

### SQUARE FOOTAGE LIMITATIONS

FLOOR AREA SHALL NOT EXCEED THE MOST RESTRICTIVE OF THE FOLLOWING, EXCEPT THAT 400 S.F. IS ALLOWED UNDER ANY CONDITION

- 1) 50% OF GROSS AREA OF MAIN STRUCTURE
- 2) AN AREA 40% OF BACK YARD

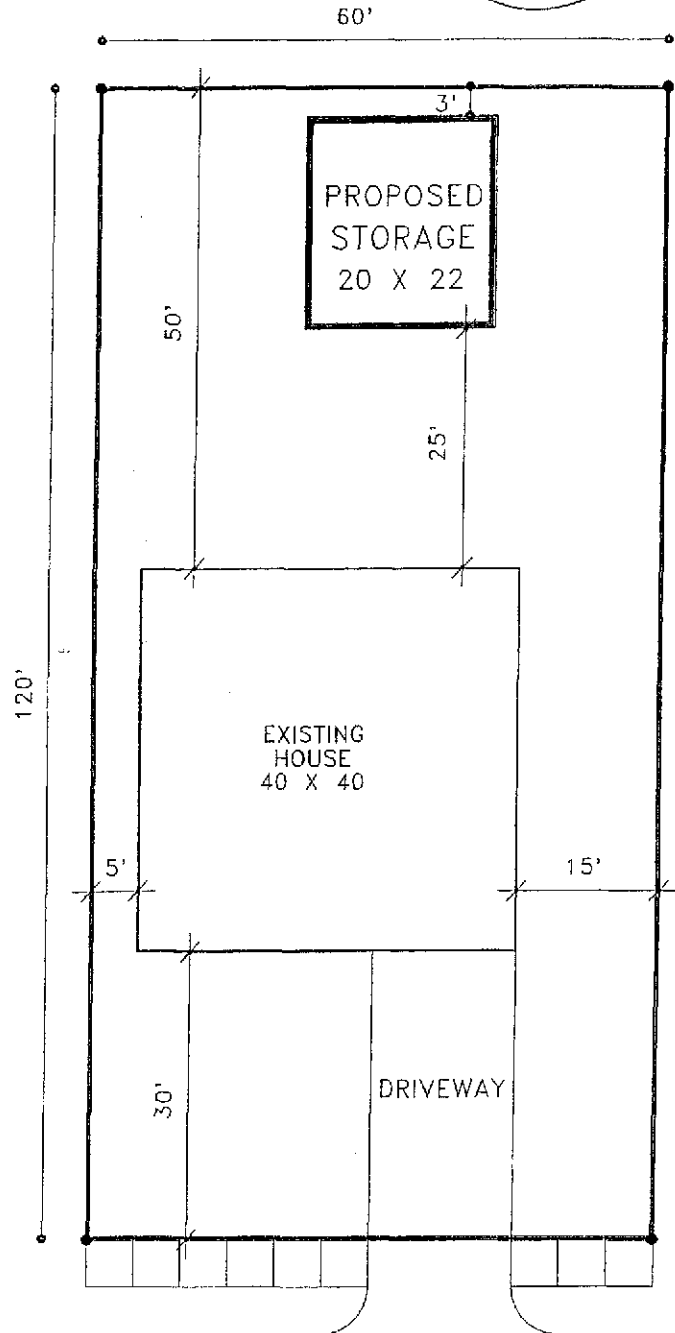
### SQ FT ANALYSIS FOR THIS SAMPLE PROJECT

- 1.....40 X 40 / 2 = 800 SF
- 2.....60 X 50 X .4 = 1200 SF

THE MOST RESTRICTIVE IS 800 SF. MAX AREA ALLOWED FOR ACCESSORY STRUCTURE IS 800 SF. THE PROPOSED STORAGE ROOM (20X22=440 SF) IS WITHIN THE ALLOWED 800 SF, AND THEREFORE WOULD BE ALLOWED TO BE CONSTRUCTED.

### ADDITIONALLY

MAY BE CONNECTED TO MAIN DWELLING BY A MAX 5' WIDE BREEZEWAY WITH MIN 75% OPEN SIDES. MUST BE BUILT ACCESSORY TO A MAIN DWELLING. WHERE A RESIDENTIAL GARAGE ENTRY IS FROM AN ALLEY, THE STRUCTURE MUST BE LOCATED AT LEAST FIVE FEET FROM THE PROPERTY LINE. IN RESIDENTIAL, APARTMENT AND SPECIAL DISTRICTS WHERE COMMUNITY REFUSE CONTAINERS ARE PROVIDED, THESE SHALL BE COMPLETELY SCREENED FROM VIEW BY FENCES OR WALLS & HAVE A GATE WHICH CAN BE LATCHED OPEN.



LEGAL DESCRIPTION  
SUBDIVISION \_\_\_\_\_  
BLOCK \_\_\_\_\_  
LOT \_\_\_\_\_



### SITE PLAN



## **Residential Accessory Building**

**Two (2) complete plan sets and an electronic copy of all plan sets will be required.  
Applicant will need the following information:**

1. IRC Code Data Sheet / Residential Building Permit Application, available at [www.elpasotexas.gov](http://www.elpasotexas.gov) .
2. Legal description of property, (lot, block, subdivision, tract or survey), available at [www.elpasocad.org](http://www.elpasocad.org) .
3. Complete address of property.
4. Total square footage for accessory structure.
5. Dimensioned site plan drawn to scale. The site plan drawing requires the following information:
  - a. All property lines
  - b. All setback lines
  - c. All utility easements
  - d. All proposed and/or existing structures on the site
  - e. The Finished Grade, Finished Floor & Top of Curb elevations
  - f. On-site ponding requirements
  - g. All proposed & existing fences
6. Architectural scale drawing of the structure which shows the following:
  - a. Floor plan
  - b. Roof framing plans indicating all beams, rafters, trusses & columns.
  - c. Floor framing plans indicating all floor joists, beams & piers or,
  - d. Foundation plans indicating the type of foundation and footing details
  - e. Typical exterior & interior wall sections

Residential accessory structures shall meet the following criteria;

1. Residential accessory buildings not over one story or fifteen feet in height must be located in a rear yard, or may be located in a side yard if minimum required side setbacks are maintained. Condensing units for central air conditioning systems shall be no closer than five feet to a lot line.
2. Any residential accessory building closer than five feet to a main building shall be considered as part of the main building, shall be located within the buildable area required for a main building, and shall be subject to all applicable restrictions for the main building.
3. Residential accessory buildings shall be located not less than sixty feet from the front lot line, a minimum of five feet from the main building, and shall comply with the side and side street yard requirements. No rear yard setback shall be required.

Mayor  
John F. Cook

City Council

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**S E R V I C E   S O L U T I O N S   S U C C E S S**



4. The gross floor area of a residential accessory building shall not exceed the more restrictive of the following, except that a building with up to four hundred square feet shall be permitted:
  - a. Fifty percent of the gross floor area of the main building; or
  - b. Forty percent of the area of the rear yard
5. A residential private garage or other accessory building may be connected to the main building by a breezeway or connected by a fence or wall up to six feet in height, provided that the breezeway shall not exceed an overall width of five feet and shall be a minimum of seventy-five percent open to the outside on both sides.
6. Residential accessory buildings shall be built concurrently with or after the construction of the main building and shall be used only as permitted by this code.
7. Where a residential garage entrance is from an alley, the structure must be located at least five feet from the property line.
8. If the Accessory structure is to be used as living area it must conform with the International Energy Code. Compliance can be shown by either using the REScheck form that is available at [www.energycodes.gov](http://www.energycodes.gov) or by using an International Energy Conservation Code Prescriptive Package form available at [www.elpasotexas.gov](http://www.elpasotexas.gov) .
9. For help in obtaining information or to contact the Building Permits & Inspection Department, please call (915) 541-4788 or email at: [permits@elpasotexas.gov](mailto:permits@elpasotexas.gov) .

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**Development Services Department**

Victor Q. Torres - Director

2 Civic Center Plaza – 5<sup>th</sup> Floor · El Paso, Texas 79901 · (915) 541-4622 · Fax (915) 541-4799