

Before an accessory project may be constructed and/or installed in the Town of Prosper, a permit shall be obtained from the Town Building Inspection Division.

Section 1: General Requirements

The following general requirements apply to all accessory permits:

- Accessory projects shall comply with the most currently adopted zoning and building codes.
- Accessory projects shall not be located within drainage swales and/or designated drainage flows on a lot. Accessory projects shall not be located in or across any easement of any type.
- *Framing plans are required when applicable to the project and shall include, but not be limited to, column sizes, header spans and lumber sizes, rafter centers and lumber sizes, and lattice top centers and lumber sizes (if applicable).
- All contractors shall be registered with the Town.
- Check your deed restrictions and HOA regulations before beginning any work, as the Town does not enforce these regulations.**

Section 2: Definitions

All accessory permits submitted to the Town shall contain the required documents and meet the design criteria as set forth in the appropriate section of this document. For the purposes of this document, the sections are laid out and defined, as follows:

- Accessory Use:** Accessory uses are subordinate or incidental construction projects. In general terms, an accessory use does not have walls or a roof or roof-like structure. Examples of accessory uses include, but are not limited to, **grilling stations, outdoor kitchens, fire pits, and fireplaces.**
- Accessory Structures:** Accessory structures are subordinate or incidental structures, attached or detached from the main building, not used for commercial purposes, and not rented. In general terms, an accessory structure has two (2) walls or less and a roof or roof-like structure. Examples of accessory structures include, but are not limited to, **patio covers, arbors, pergolas, and carports.**
- Accessory Buildings:** Accessory buildings are subordinate or incidental buildings, detached from the main building, not used for commercial purposes, and not rented. Only Garage Apartments and Guest Houses, as defined and regulated by Chapter 4, Section 7 of the Town Zoning Ordinance, may include kitchen facilities. In general terms an accessory building has a minimum of three (3) walls and a roof or roof-like structure. Examples of accessory buildings include, but are not limited to, **guest houses, detached garages, barns, and storage buildings.**

Accessory Use

The following documents are required for any Accessory Use permit submittal:

All documents must be submitted electronically to permits@prospertx.gov
In a PDF format, outside links will not be accepted.

One (1) completed signed [Accessory Structure Permit Application](#).

One (1) site plans showing the following:

- Lot dimensions
- Property lines for the lot
- Building setback lines for the lot
- Locations of any easements
- Footprint of the proposed accessory use
- Dimension lines showing the distances from the proposed accessory use to the property lines

One (1) sets of construction plans, showing the following:

- Foundation plans
- Framing plans
- Electrical plans (if applicable)
- Plumbing plans (if applicable)

The following design requirements shall be met for Accessory Use projects:

Zoning criteria compliance:

Setbacks: The accessory use shall be located a minimum of **three (3) feet** from the rear and side **property** lines.

Specific requirements by type:

Fire pit:

- Ten (10) foot clearance to all combustibles required on wood burning fire pits.

Fireplace:

- Must meet all requirements of Chapter 10 of the currently adopted International Residential Code.

Accessory Structure

The following documents are required for any Accessory Structure permit submittal:

One (1) completed [Accessory Structure Permit Application](#).

One (1) site plans, showing the following:

- Lot dimensions
- Property lines for the lot
- Building setback lines for the lot
- Locations of any easements
- Footprint of the proposed accessory structure
- Dimension lines showing the distances from the proposed accessory structure to the property lines, as well as the distance from the accessory structure to the house.

One (1) sets of construction plans, showing the following:

- Foundation plans
Foundation plans shall be sealed by an Engineer, licensed by the State of Texas, if the Accessory Structure is over 400 square feet in area.
- *Framing plans
Framing plans shall be sealed by a registered design professional (architect or engineer), licensed by the State of Texas, if the Accessory Structure is over 400 square feet in area.
- Electrical plans (if applicable)
- Plumbing plans (if applicable)

OSSF documentation: If the lot has a septic system installed, documentation showing that a permit from Collin County Development Services OSSF program has been applied for shall be included in the construction plan set.

The following design requirements shall be met for Accessory Structure projects:

Zoning criteria compliance:

- Setbacks:** The accessory structure location shall meet one of the following criteria:
- If located more than ten (10) feet from the main building, the accessory structure shall be a minimum of three (3) feet from the rear and side **property** lines.
 - If located closer than ten (10) feet to the main building, the accessory structure shall be entirely within the rear and side **building** lines on the property.
 - If attached to the main building, the accessory structure shall be entirely within the rear and side **building** lines on the property.

Corner Lot Setback: Accessory structures located on a corner lot adjacent to a side street shall have a side yard not less than fifteen (15) feet.

Specific requirements by type:

Carport:

- Carports arranged to be entered from the side yard facing a public street shall have a minimum distance equal to the required front yard for the main building.
- Carports shall be of the same materials as the main structure.
- Carports shall have a minimum roof pitch of 6:12 and be of similar material and architectural design as the main structure.

Accessory Building

The following documents are required for any Accessory Building permit submittal:

One (1) completed [Accessory Structure Permit Application](#).

One (1) site plans, showing the following:

- Lot dimensions
- Property lines for the lot
- Building setback lines for the lot
- Locations of any easements
- * Footprint of the proposed accessory building
- Dimension lines showing the distances from the proposed accessory building to the property lines, as well as the distance from the accessory building to the house.

One (1) sets of construction plans, showing the following:

- Foundation plans
Foundation plans shall be sealed by an Engineer, licensed by the State of Texas, if the Accessory Building is over 400 square feet in area.
- *Framing plans
Framing plans shall be sealed by a registered design professional (architect or engineer), licensed by the State of Texas, if the Accessory Building is over 400 square feet in area.
- Electrical plans (if applicable)
- Plumbing plans (if applicable)

One (1) copy of Energy Code compliance documentation (Rescheck or similar, if applicable, if the Accessory Building is over 400 square feet in area.)

OSSF documentation: If the lot has a septic system installed, documentation showing that a permit from Collin County Development Services OSSF program has been applied for shall be included in the construction plan set.

The following design requirements shall be met for Accessory Building projects:

Zoning criteria compliance:

- Setbacks:** The accessory building location shall meet one of the following criteria:
- If located more than ten (10) feet from the main building, the accessory building shall be a minimum of three (3) feet from the rear and side **property** lines.
 - If located closer than ten (10) feet to the main building, the accessory building shall be entirely within the rear and side **building** lines on the property.

- If attached to the main building, the accessory building shall be entirely within the rear and side **building** lines on the property.

Corner Lot Setback: Accessory buildings located on a corner lot adjacent to a side street shall have a side yard not less than fifteen (15) feet.

Specific requirements by type:

Detached Garage:

- Garages arranged to be entered from the side yard facing a public street shall have a minimum distance equal to the required front yard for the main building.
- Garages arranged to be entered from a rear alley or rear alley easement shall be set back from the rear yard or alley easement line a minimum distance of twenty (20) feet.
- Garages arranged to be entered from a side alley or side alley easement shall be set back from the side yard or alley easement line a minimum distance of twenty (20) feet.

Detached Guest House:

- Must be constructed to the rear of the main dwelling
- The lot must be a minimum of ½ acre in size for a Guest House to be permitted.
- Setback requirements shall be the same as for the main structure.
- May have kitchen facilities.