



Community Development Department

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ACCESSORY STRUCTURES

- ✓ A building permit is required for detached accessory structures over 200 square feet (residential) or 120 square feet (commercial) or if the structure is over ten feet high,
- ✓ If you want to build a structure that is 750 square feet or more or has walls over 11 feet high, you will need to fill out an accessory structure compatibility checklist.

*** SITE PLAN REVIEW**

Once you have completed the accessory structure compatibility checklist, you will need to have a planner look at it to determine if it will fit with the current surroundings. If it looks like it will, you can apply for your building permit. If it looks like it will not, you will need to go through a site plan review. There are an application and a fee that is required for this process.

A site plan review is a land use application where the Planning Division notifies surrounding property owners of the proposed building. This gives the surrounding property owners the chance to tell the Planning Division any issues that they may have with the proposed building.

If the Planning Division approves your application, you will then be given the okay to obtain the building permit. If they deny your application, you are not able to build the proposed structure.

BUILDING PERMIT

You will need to submit three complete sets of plans for review and pay a plan review fee at the time of submittal. This covers the time of the plans examiner even if you decide not to go through with the project.

The fee will be based on the proposed construction. The normal time for plan review is ten working days. It can take shorter or longer depending on whether we have all of the information needed to complete the review.

Once all the departments have reviewed your project, you will be contacted with a balance due. This will be in addition to the plan review fee that you paid up front. If you would like to know more about the fees, you can obtain a Fees Associated with Development handout.

The building permit will include any structural, mechanical, or plumbing work that was indicated on the plans. Any electrical work requires a separate application.

PLANS NEEDED FOR A BUILDING PERMIT APPLICATION

- Plot plan (show dimensions and locations of all building, septic system, trees*, and easements)
- Foundation plan
- Elevation views
- Cross-section information
- Floor plan (only if needed)

***If trees are to be removed, a tree plan will be required. A plan for the permit will not be accepted until the tree plan is approved.**

TABLE 2

ACCESSORY STRUCTURE STANDARDS	
STRUCTURE	STANDARD
All Accessory Structures	Front setback, see Table 1, by zone if not noted below
Detached Structure walls less than or equal to 8 feet tall (2)	Interior setback = 3 feet (1)
Attached Structure	Interior setback = 5 feet (1)
Detached Structure walls greater than 8 feet tall (2)	Interior setback = 5 feet
Accessory Apartment Building	Front setback is equal or greater than primary residence Interior setback, one-story = 5 feet (1) Interior setback, two-story = 8 feet (1)
Garage or carport with access to an alley	Alley setback = 20 feet, less the width of the alley right-of-way, but at least 3 feet. Other interior setbacks=see Table 1
Structures, including fences, intended for housing animals	Interior setback = 10 feet
Fences greater than 6 feet tall	See Table 1, by zone; building permit required.
Outdoor swimming pools with depths greater than or equal to 24 inches	Interior setback = 10 feet
Decks less than or equal to 30 inches from grade, with no rails or covers	No setback from property lines
Decks greater than 30 inches from grade	Interior setback = 5 feet

- (1) Zero-lot line provisions are in Sections 3.265 and 3.270. [Ord. 5832, 4/9/14]
- (2) The slab or foundation of accessory structures is not included in the wall height unless it is greater than 24-inches from the ground. [Ord. 5673, 6/27/07]

3.240 Alternative Setbacks in Developed Areas. When an addition or new construction is proposed in an area containing the same type of uses that have been developed to a previous setback standard, the Director may approve setbacks that are the same as those for the existing buildings on the site for additions, or the same as those for buildings on adjoining parcels for new development. (See Section 8.140 for new infill development.) Approval of an alternative setback request shall be based upon the following criteria:

- (1) Additions to the front of a dwelling. The front setback of the dwelling does not exceed the average of the setbacks for the same uses on the abutting properties.
- (2) Addition of a garage or carport. The front setback for a garage or carport shall meet the current setback standard and the driveway to it shall be paved. [Ord. 5742, 7/14/10]
- (3) Additions to the side or rear of a dwelling. An addition to an existing structure may not encroach any further into a setback than the existing structure.
- (4) New structures shall be setback no less than the setbacks for structures on abutting properties. See infill design standards in Section 8.140. [Ord. 5742, 7/14/10]
- (5) No wall of a dwelling is closer than six feet from a window of another dwelling including attached garages.
- (6) All other provisions of this Code and the applicable building code must be met. [Ord. 5446, 5/10/00; Ord. 5673, 6/27/07]

