

Detached Structures & Accessory Buildings Installation Guidelines

These guidelines are provided to help you design and install Detached Structures and Accessory Buildings so that you can comply with city codes.

What is an Accessory Building or Detached Structure?

An accessory or detached structure is a building that is not part of the main building.

They must be on the same lot and be incidental to the main building use.

Accessory buildings or detached structures CANNOT be used for living quarters.

What are the Rules?

A detached or accessory structure is subject to the following requirements:

1. Less than 64 sq. ft. in area
2. Located in rear 1/2 of the lot
3. Minimum 5' side and rear setbacks

4. Maximum 12' height to top of roof ridge.
5. Minimum 10' separation between all other buildings on the lot.
6. Maintain 1000 sq. ft. of open & uncovered space in rear 1/3 of lot.

If you comply with each of these limitations, you can install the structure without a building permit. Otherwise the Building Division, and possibly the Planning Division, will require permits.

How do I get a building permit and/or Planning approval?

If your structure is over 64 sq. ft. you will need to provide 3 sets of the following:

1. A plot plan showing the location of the house and the proposed structure(s) and any easements.
2. Foundation Plan
3. Floor Plan
4. Roof Plan
5. Elevations
6. Construction Details
7. Manufacture Cut Sheets (if any)

If a separate Planning Division permit is required, you will need to submit an application for review and Planning Commission approval.
Once that is obtained, you would apply to the Building Division for a

building permit.

If no Planning permit is needed, you would apply directly to the Building Division for your permit.

What type of buildings or structures are considered Detached or Accessory structures or buildings?

Typical buildings or accessory structures would include:

- Pool Equipment Rooms
- Garages (not part of the house)
- Gazebos
- Hot Tub with roof covers
- Carpport
- Artist Studio
- Work Shop
- Kids Play Houses
- Tree Houses
- Patio Covers
- Any Wood Deck
- Freestanding Trellises

Sample Plot Plan



**Detached Structures &
Accessory Buildings**

City of Millbrae
Community Development
Department

Building Division

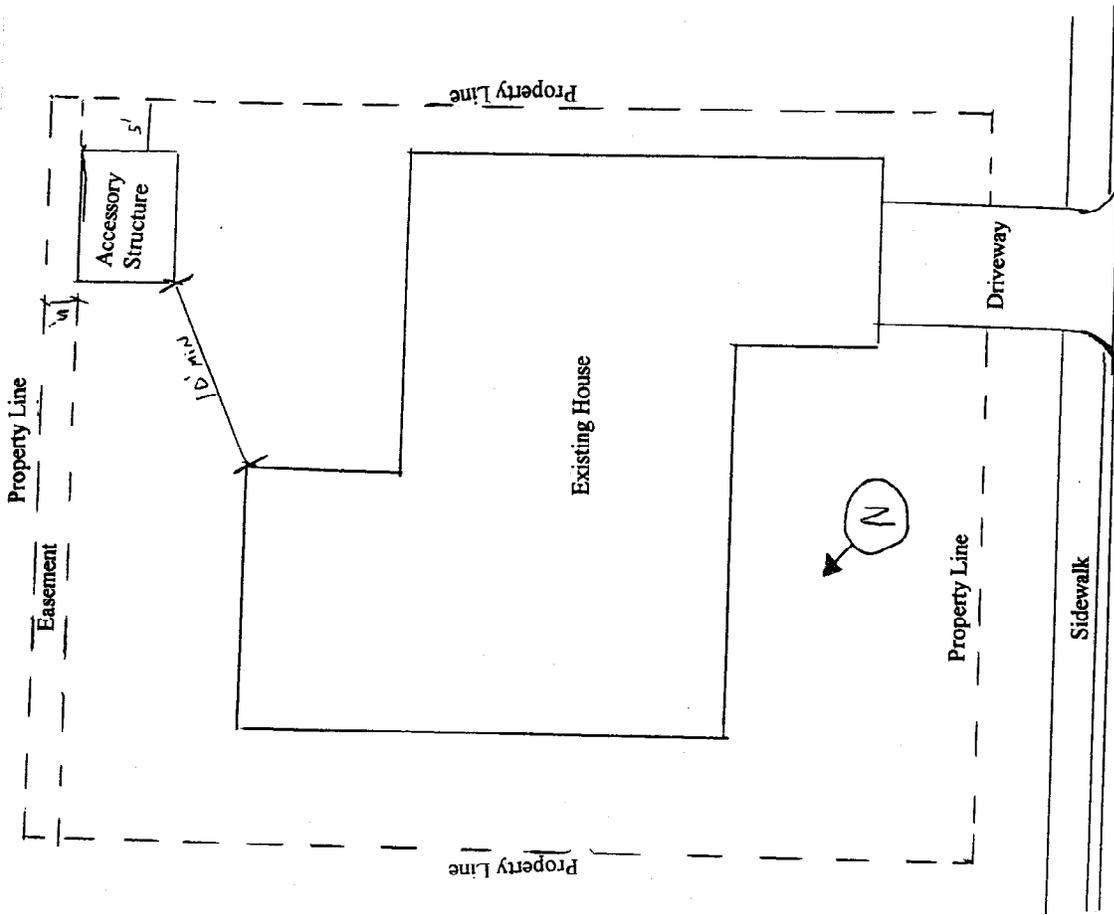
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Street

12/30/05