
Residential Accessory Buildings

General Information

A permit is needed for a residential accessory building greater than 120 square feet. A residential accessory building shall mean an accessory building to a residential use.

Note: Refer to the “Backyard Cottage” handout if the building is being used as a dwelling unit.

Fees and Applications

An [online application](#) must be completed and submitted to Building Inspections. A permit fee is required prior to permit issuance. Building Inspections can be contacted at 972.219.3470 for additional information.

Plans Submittal Requirements

- A copy of Property Survey with dimensions indicating the location of the accessory building on the property. Will need to note distance from property line to structure.
- Plans with dimensions indicating how the structure will be constructed and anchored. These plans should include foundation plans, elevation drawings, materials used, wood type, wood spans and spacing of framing members.

Code Compliance and Ordinance

- 2021 International Residential Code
- 2020 National Electrical Code
- **Size and number of buildings allowed:**
 - a.) Lots 7,500 square feet or smaller: One (1) building not to exceed 250 square feet.
 - b.) Lots from 7,501 to less than 18,000 square feet: Two (2) buildings with an aggregate total not to exceed 500 square feet.
 - c.) Lots 18,000 square feet or larger: Two (2) buildings with an aggregate total not to exceed 800 square feet.
 - d.) Lots with a minimum size of 12,000 square feet may apply for a special use permit (SUP) for any one building or aggregate total square footage greater than that which is allowed herein
- **Location:** An accessory building is prohibited in any easement.
- **Setbacks:** Minimum of five (5) feet from side and rear property lines. Minimum of five (5) feet from principal building. Structure shall not be located in front of the principal building.
- **Height:** Cannot exceed the height of the principal building.
- **Lot Coverage:** The buildings and structures shall not exceed the maximum lot coverage for the zoning district

Standard Inspections

- Foundation
- Sheathing
- Framing
- Building Final

Note: Buildings with electrical, plumbing, or mechanical need to be inspected before being covered, such as with sheet-rock. To add additional inspections to your inspections list, contact the Building Inspections department at 972.219.3470.

Examples of additional Inspection types:

Mechanical work - Mechanical Rough, Mechanical Final

Electrical work - Electrical Rough, Electrical Final

Plumbing work - Plumbing rough (for underground plumbing), Plumbing Top-Out (above ground plumbing), Plumbing Final

"Next Day" inspections must be requested through [MyGovernmentOnline](#) prior to 3 p.m. Inspections requested for Monday must be submitted before 10 a.m. on Friday.

Inclement Weather

No concrete inspections or underground inspections will be made if it has been determined that it is too wet by the Building Official or their designee.

During inclement weather, it is the responsibility of the contractor to reschedule all cancelled inspections, after checking their job sites.



Online Contractor Registration, Permit Applications, and Inspection Requests

The City of Lewisville's online permitting & inspections system can be found at www.mygovernmentonline.org.

To create an account...

1. Click **Create Account** in the upper right corner of the home page
2. Fill out all required fields
3. Click **Create Account**

To register as a contractor...

1. Hover your cursor over **Permits & Licensing** in the upper left corner of the home page
2. Click **Apply Online**
3. Select **Lewisville** as the Jurisdiction
4. Select **Permit/Contractor Registration** as the Project Type
5. Click **Get Started on a New Application**
6. Select **Contractor Registration** as the Application Type
7. Fill out all required fields and submit your completed application for review

To apply for a permit...

1. Hover your cursor over **Permits & Licensing** in the upper left corner of the home page
2. Click **Apply Online**
3. Select **Lewisville** as the Jurisdiction
4. Select **Permit/Contractor Registration** as the Project Type
5. Click **Get Started on a New Application**
6. Select the appropriate permit application
7. Fill out all required fields and submit your completed application for review

To access plan review documents uploaded by Staff...

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to review
5. Once the permit opens, scroll down to the **Jurisdiction Documents** section
6. Click the **Floppy disk icon** on the far right side of the screen to download a document

To upload a revised document...

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to review
5. Once the permit opens, scroll down to the **Customer Documents** section
6. Click the **Add New File** button to upload a PDF

To pay for a permit...

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Click the **View Permit** of the permit you'd like to pay for
5. Once the permit opens, click the **Payments** tab
6. Scroll down to the **New Payment** section to see the outstanding balance
7. Check all the fees you'd like to pay, select the **Payment Type**, and click **Pay Online**
8. Fill out the Payment Page and click **Submit Payment**
9. Once your payment has been submitted, you will return to MyGovernmentOnline

To print your permit...

1. You must pay all outstanding fees before you are able to print a permit
2. Once all fees are paid, navigate to the permit through **My Account > My Permits > View Permit**
3. Click on the **Payments** tab of the permit
4. Click the **Print Permit** on the far right side of the screen
5. Once the permit opens, right-click to save or print the document

To request an inspection...

If you applied for the permit,

1. Log into MyGovernmentOnline.org
2. Click the **My Account** option in the upper right corner of the home page
3. Scroll down to the **My Permits** section
4. Once you locate the permit, click the **Request Inspection** button on the right side of the permit listing
5. Fill out all required fields and click **Add**

If someone else applied for the permit,

1. Log into MyGovernmentOnline.org
2. Hover the cursor over **Permits & Licensing** in the upper left corner of the home page
3. Click **Search Permits**
4. Once you locate the permit, click the **Request Inspection** button on the right side of the permit listing
5. Fill out all required fields and click **Add**