



Accessory Structures

Development Services Department
777 B Street Hayward, CA 94541
510.583.4140

PLANNING DIVISION PRELIMINARY REVIEW

Before building a new accessory structure or installing a pre-fabricated version (tool shed, playhouse, storage building or detached garage), it is necessary to review the proposed project with a City of Hayward Planner. **Accessory structures that are 120 square feet or less do not require a building permit**, but the design and placement must comply with local height and setback requirements (see reverse of handout for an example). Accessory structures that do not require a building permit are primarily intended for storage and are not for living purposes. If your intention is to build an Accessory Dwelling Unit or a habitable detached structure, you will need to mention this to Planning and Building Division staff at the Permit Center counter and they will assist you with the next steps.

ACCESSORY STRUCTURES OVER 120 SQUARE FEET

To build an accessory structure over 120 square feet, a building permit and a complete set of drawings is required.

CHECKLIST

STANDARD PROJECT INFORMATION

Include a complete description of work, sheet index, applicable codes, designer's contact information and project location map. Include the square footage of any existing buildings on the property that will either remain or be demolished. Include the lot coverage calculation and the area of the new structure.

SITE PLAN

Provide dimensions from the main building to the proposed structure and to the property lines.

See reverse side of handout for sample drawings and dimensional limitations.

PLANS, SECTIONS AND ELEVATIONS

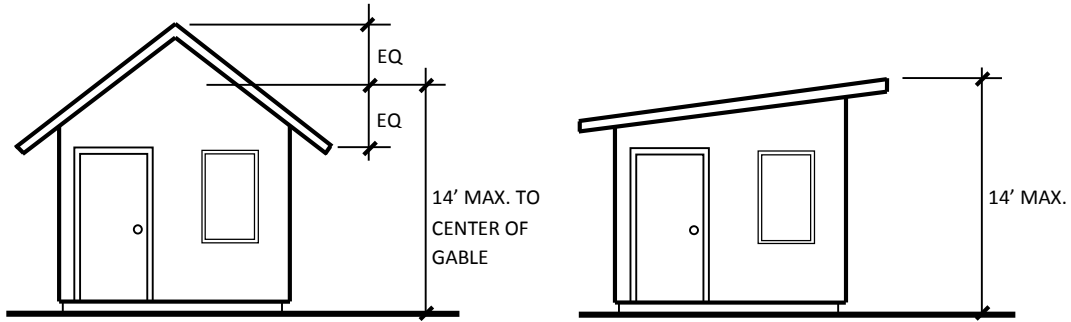
Provide a floor plan at 1/4" per foot. Provide at least one elevation to show the exterior appearance of the new structure. Provide a building section to show framing and foundation type.

CONSTRUCTION DETAILS

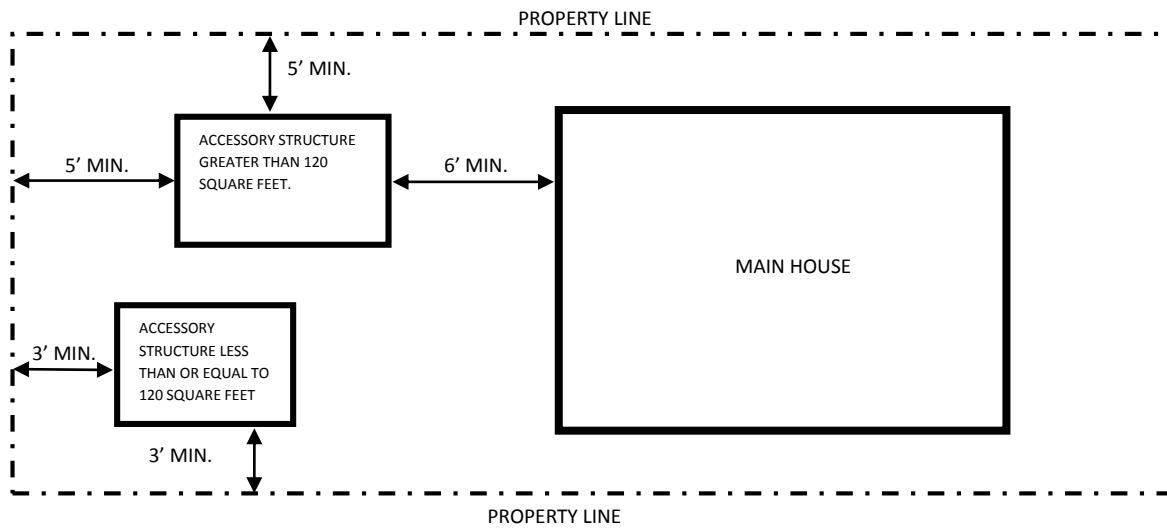
Provide details as necessary to describe the method of construction for all building elements.

STRUCTURAL CALCULATIONS (If needed per design)

Structural calculations may be required for accessory structures if they are not conventionally framed. Usually calculations are not required for these types of projects.



MAXIMUM HEIGHT OF ACCESSORY STRUCTURES



SAMPLE SITE PLAN SHOWING MINIMUM SETBACKS