



# CITY OF OAK PARK

## DEPARTMENT OF TECHNICAL & PLANNING SERVICES

14300 Oak Park Blvd.  
Oak Park, Michigan 48237  
Phone: (248) 691-7450 Fax: (248) 691-7165

### ZONING PERMIT FOR BUILDINGS AND STRUCTURES UNDER 200 SQ. FT. PERMIT FEE: \$60.00

(FOR BUILDINGS AND STRUCTURES OVER 200 SQ. FT. –  
PLEASE SUBMIT A BUILDING PERMIT APPLICATION)

Property Address: \_\_\_\_\_ Date of Application: \_\_\_\_\_

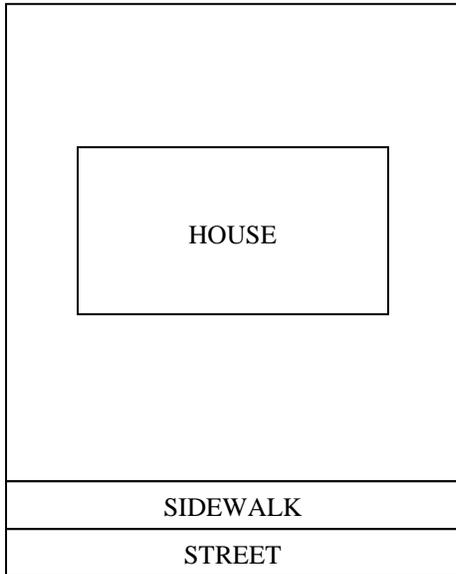
Property Owner:(Please Print)\_\_\_\_\_

Contractor:(if applicable)\_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ License #: \_\_\_\_\_

Signature \_\_\_\_\_ Size of Structure: \_\_\_\_\_



- Please use the box to the left as if you were drawing your lot.
- Indicate the distance the structure will be from the side and rear lot line.
- Please indicate square footage of all existing out buildings.
- A setback inspection may be required.
- A homeowner affidavit is required if the homeowner is doing the work.
- Is your property an interior or a corner lot? \_\_\_\_\_
- Is there a manhole cover on the property lot line? \_\_\_\_\_

**FOR BUILDING DEPARTMENT USE ONLY**

Building Inspector Approval \_\_\_\_\_

Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

## STRUCTURES – BUILDING GUIDELINES

### General Information:

- For structures less than 200 square feet (residential), a **zoning permit** is required to verify setback compliance. The application must be approved by the Building Inspector before the permit is issued.
- For larger structures, a **building permit** must be applied for and approved by the Building Inspector before the permit is issued.
- Only one main building (house) and one accessory building (garage or shed) greater than 200 square feet are allowed per residential lot (R-1 and R-2 districts). See City Code article 17 section 1703 (b).
- Total lot coverage (building with its accessory building) shall not exceed 35% of the square footage of the lot.
- Structures shall not exceed 13' in height at the point half-way between the peak and the eave of the roof.
- Temporary structures shall meet the above criteria in addition to manufacturer's directions.
- Temporary structures shall not remain for more than 30 days.
- Not more than one temporary structure permit is allowed per calendar year.

### Setback requirements:

Structure shall be no closer than two (2) feet to a side lot line. Rear lot easements (typically 6 feet from back lot line) must be maintained unless written permission from the Utility Company allowing encroachments are submitted. Check your mortgage survey to determine whether an easement exists. On corner lots, a setback of 15' must be maintained from the corner.

- **A property survey is required with this application indicating location of proposed building. THE SURVEY MUST INCLUDE, LEGAL DESCRIPTION, LOT DIMENSIONS, LEGEND, EXISTING STRUCTURES AND EASEMENTS. THE SURVEY MUST BE DRAWN TO GRAPHIC SCALE.**