



# RESIDENTIAL BACKYARD COTTAGE PERMIT REQUIREMENTS

## CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

**PERMIT SUBMITTAL:** Two (2) copies of all documents are required for plan review. Drawings must be submitted along with a completed [permit application](#) form.

**NECESSARY DOCUMENTS:**

1. Site plan scaled noting lot lines dimensions, location of all existing buildings, and location of backyard cottage. Show distance to main structure and any other accessory structures. Show location of required off street parking.
2. Roof plan.
3. Exterior elevations.
4. Floor Plan. Construction details.
5. Structural plans must include: engineered foundation plan and details, second floor framing plan (when applicable).
6. Engineering letter for foundation design is required. This letter should include a statement that the foundation has been designed specifically for soils conditions of listed lot. The letter must also verify that the concrete encased electrode was installed.
7. Provide an Engineered braced wall design.
8. Masonry supported by wood or steel – designed by engineer.
9. Electrical plan (may be combined with floor plan).
10. Plumbing plan (may be combined with floor plan).
11. EIFS (Exterior Insulation Finish Systems). Plans shall indicate control joints and horizontal expansion joints (if applicable). Provide ICC Evaluation Service Report.
12. Method of compliance: must meet the current IECC requirements. Must show compliance through an approved computer software like “Energy Star, IC-3, etc.
13. Floor plans shall be marked to comply with the Energy Conservation requirements.
14. Affidavit confirming occupancy according to Zoning Ordinance, Section 15.1800.4.A.
15. Covenant according to Zoning Ordinance, Section 15.1800.4.B.

**FEES:**

1. Residential Backyard Cottages building fee: Refer to the [fee schedule](#) for applicable fees

**NOTE:**

1. Required inspection checklist will be supplied with building permit package.
2. The planning department webpage has additional helpful information regarding [Residential Backyard Cottages](#).
3. Drawings must be drawn to scale, dimensioned and of sufficient clarity, including square footage of lot, house, garage/carport, patio cover, arbors, accessory buildings (if applicable) including the proposed Backyard Cottage.
4. Permit holder is responsible for requesting and completing all required inspections.
5. Zoning ordinance requirements (Section 13.900) and lot coverage requirements below. \*
6. Please contact Homeowner’s Association for additional requirements from Deed Restrictions and Covenants.

**\*Lot Coverage Zoning Requirement Table:**

ZONE <i>non-inclusive list</i>	PH	SF-A	SFR-6, SFR-7 SFR-9, 2F	SF-20	ED
Maximum Coverage	60% total for house, garage/carport and all accessory buildings	65% total for house, garage/carport and all accessory buildings	45% total for house, garage/carport and all accessory buildings	25% total for house	20% total for house
Garage and accessory buildings				10% Garage/carport and all accessory buildings	10% Garage/carport and all accessory buildings

**Note:** Certain Planned Developments (PD) have different requirements than stated above. When checking zoning requirements, please ensure that you verify if a PD is listed for your location to determine if any additional zoning requirements listed in the PD exist that may override the requirements listed above (i.e. SF-6 / PD-154 - Lot Coverage = 55% for house, garage/carport and all accessory buildings)

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# CITY OF PLANO

## ZONING ORDINANCE, SECTION 15.1800

### 15.1800 Backyard Cottages

#### .1 General

- A. The backyard cottage must be located on the same lot as the main dwelling unit.
- B. A backyard cottage must not be sold separately from the main dwelling unit.
- C. A maximum of one backyard cottage per lot is allowed.

#### .2 Dimensional Requirements

- A. **Minimum Lot Size** 6,000 square feet.
- B. **Backyard Cottage Height**  
Must not exceed the height of the main residential building.
- C. **Minimum Backyard Cottage Lot Coverage** 400 square feet. (For maximum allowable lot coverage refer to "Lot Coverage Zoning Requirement Table" noted on the previous page.)
- D. **Minimum Backyard Cottage Building Floor Area** 400 square feet.
- E. **Maximum Backyard Cottage Building Floor Area**  
1,100 square feet or 50% of the gross habitable floor area of the main dwelling unit, whichever is more restrictive, and not to exceed the maximum coverage of the governing zoning district.
- F. **Minimum Separation from Main Dwelling Unit**  
10 feet.

#### .3 Architectural and Design Standards

- A. The backyard cottage must be located behind the main dwelling unit in accordance with Sec. 13.500.2.P.
- B. Backyard cottages must be architecturally designed to be compatible with the main dwelling unit, including consistent architectural design elements, building materials, and colors.
- C. Temporary buildings must not be used as a backyard cottage.
- D. Backyard cottages and any other conjoined structures must be attached to a permanent foundation set on the ground.

#### .4 Occupancy and Permitting Requirements

- A. The property owner must occupy either the main dwelling unit or the backyard cottage as a permanent residence, and must at no time receive rent for the owner-occupied unit. Prior to issuance of a building permit, the property owner must provide a signed and notarized affidavit affirming occupancy of either the main dwelling unit or the backyard cottage.
- B. The building-permit applicant must provide to the city a covenant suitable for recording with the county, providing notice to prospective owners of the subject lot that the existence of the backyard cottage is predicated upon the occupancy of either the accessory dwelling or the main dwelling unit by an owner of the property for as long as the City of Plano requires such occupancy to comply with the City's Code of Ordinances. The covenant must restrict the backyard cottage from being sold separately from the main dwelling unit. The covenant must require owners of the property to notify a prospective buyer of the limitations of this section. The covenant must also require all owners to remove the backyard cottage and restore the site to a single-family dwelling in the event that any condition of the covenant is violated. After city review and approval of

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the covenant, the applicant must record it. Proof of recording is required prior to issuance of a building permit.

**.5 Site Access**

- A. Driveway access and off-street parking in the front yard is allowed only where this design is consistent with the prevailing access and parking design for single-family residence detached dwelling units in the same subdivision block.
- B. Driveway curb cuts (excluding alleys) may not be wider than 24 feet in width.
- C. Where driveway access and off-street parking can be accommodated in the front yard, front yard driveway access must be shared with the main dwelling unit and may not be comprised of multiple detached driveways.

**.6 Parking**

- A. Off-street parking must comply with the requirements of Article 16 (Parking and Loading).
- B. Required off-street parking for Backyard Cottages must not be achieved by tandem parking.

**Parking Space Schedule for Residential Uses**

Zoning Districts or Uses	Minimum Required Off-Street Parking or Spaces for Residential Uses
Backyard Cottage	1 space for each dwelling unit

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