

Lexington-Fayette  
Urban County  
Government

Department of  
Environmental Quality  
& Public Works

Nancy Albright,  
Commissioner

# Permit Guide For 1 & 2 Family Residential Accessory Structures

APRIL 13, 2017

RESIDENTIAL SERIES

VOLUME 6 VERSION 1

## Division of Building Inspection

Physical  
Location:

101 East Vine St.

2<sup>nd</sup> Floor

Mailing Address:

200 East Main St

Lexington, KY  
40507

Phone: 859-258-  
3770

Fax: 859-258-  
3780

Website:  
<http://www.lexingtonky.gov>

An accessory structure is any structure not attached to the house such as: detached garages, storage sheds and detached decks, etc. Accessory structures less than 200 square feet do not require a permit but, cannot be placed in an easement and generally may only be placed in rear yards. Permits are required for accessory structures greater than 200 square feet and a permit must be obtained prior to construction.

If you are acting as the Owner/Builder, you will need to follow the steps below. If you are hiring a Registered Contractor, the Contractor will make the application on behalf of the property owner.

**To apply online, you will need to first register for an account through our online portal at: <https://lexingtonky.gov/permits> Select "New Users: Register for an account" and answer the questions. If you need help registering for your account, please call: 859-258-3770.**

**Applications for a Residential Accessory Structure Permit must include the following:**

- 1. A completed application on our online portal at: <https://lexingtonky.gov/permits>**  
**To apply: Select Building Inspection, agree to disclaimer, select Residential Accessory Structure**
- 2. Information Required to Review a Residential Acc. Structure Permit:**
  - a. **Site Plan** which includes dimensions of lot, easements, dimensions of existing house and proposed deck addition, and the distances from the structure to property lines. (This information can typically be found on a recorded plat from your County Clerk's office or a Mortgage deed/survey)
  - b. **Framing Plan and Cross Section** indicating all framing materials including size, spacing and span of materials (studs, joists, rafters, trusses, etc.). Footing detail to be included with framing plan.  
**These documents can be uploaded in PDF format within the application on the online portal. If you need assistance with the online portal/application, please call our office at 859-258-3770 or email [acela-help@lexingtonky.gov](mailto:acela-help@lexingtonky.gov)**
  - c. Homeowner Acknowledgment Responsibility Property owner must fill out form located at:  
<https://www.lexingtonky.gov/sites/default/files/2017-07/Homeowner%20Responsibility%20Acknowledgement.pdf>

If you are performing the work on your own property you will need to select the "Owner/Builder Acknowledgment" check box within the online application requirements. This is located on "Step 3" of the online Residential Accessory Structures Application. Additionally, property owners must complete affidavit located at:

<https://www.lexingtonky.gov/sites/default/files/2018-11/CONTRACTOR%20REGISTRATION%20AFFIDAVIT.pdf>

\*There may be additional requirements and/or Division approval for properties located within a H-1 (Historic Overlay) or ND-1 Overlay. If you are unsure if your property is located in these Overlay Zones Please call us at 859-258-3770.