



## Residential Accessory Structure Permit Application

Property Owner		
Name: _____		Phone Number: _____
Address: _____		City: _____ State: _____ Zip Code: _____
Email: _____		
Contractor**		
Name of Company: _____		Office Number: _____
Contact Person: _____		Contact Number: _____
Email: _____		
Liability Insurance on file with the City of Kilgore: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Location of Project		
Address/ Location: _____		
Use Type of Structure: <input type="checkbox"/> Storage Shed <input type="checkbox"/> Carport/ Garage (must have improved driveway and parking)		
<input type="checkbox"/> Other: _____		
Description of Work/ Job		
Classification: <input type="checkbox"/> New <input type="checkbox"/> Remodel		Valuation of work _____
Proposed Electricity	Proposed Water	Proposed Sewer
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Structure Type: <input type="checkbox"/> Concrete* <input type="checkbox"/> Metal * <input type="checkbox"/> Masonry/ Steel * <input type="checkbox"/> Ordinary Frame <input type="checkbox"/> Heavy timber		
Foundation Type: <input type="checkbox"/> Pier/Beam <input type="checkbox"/> Slab		
Roofing Material: <input type="checkbox"/> Composite <input type="checkbox"/> Wood <input type="checkbox"/> Metal		
Building Use: <input type="checkbox"/> Storage <input type="checkbox"/> Carport <input type="checkbox"/> Detached Garage (must have improved driveway) <input type="checkbox"/> Other		
Square Feet of Proposed Work: _____		Existing Structure Square Feet (Repair Only) : _____
Driveway: <input type="checkbox"/> Yes <input type="checkbox"/> No (Required on Carports and Detached Garages)		

**Project submission must include:**

- \_\_\_ Completed application
- \_\_\_ Drawings to include:  
Detailed site plan, (See example)  
Floor plan and construction details
- \_\_\_ Narrative of proposed work

Submit paperwork to [josie.atchley@cityofkilgore.com](mailto:josie.atchley@cityofkilgore.com)

For acceptance, each project submittal must include all of the above documents.

\*\*Contractors must be registered with the City of Kilgore