



BUILDING PERMIT INFORMATION FOR RESIDENTIAL ACCESSORY BUILDINGS INCLUDING PREFABRICATED BUILDINGS

CITY OF
CONWAY

DEPARTMENT
OF
DEVELOPMENT

DIVISION OF
PERMITS,
INSPECTIONS
AND CODE
ENFORCEMENT

*Protecting the
Public,
Property Values
and the Character
of Conway
Arkansas
by
Education,
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and Customer
Service*

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The following information is provided to assist in addressing common permitting questions and building code issues related to the permitting and placement of accessory structures on residential properties. The information shall not be considered to be all inclusive and shall not in any case supersede the building code or zoning regulation requirements for the particular situation.

Building Permit Requirements

- Building permits are required for accessory structures greater than 50 sq. ft. in area that are built on site or purchased and moved onto the site.
- Even though a building permit is not required for an accessory structure of 50 sq. ft. or less, the zoning setback requirements listed below are still applicable.
- A site plan is required to be submitted showing the proposed location of the accessory structure. Site plans shall be drawn to scale, complete and legible showing the proposed accessory structure, the existing structures, property lines, easements and dimensions from property lines and other buildings on the property.
- Metal buildings require engineering details to show compliance with the wind load requirement of 90 mph winds. The engineering details will need to include footing/foundation and anchorage details.

Footings and Foundations

- Buildings greater than 160 square feet in area are required to be placed on a permanent foundation that extends continuously around the perimeter of the building.
- Footings are required to be a minimum of 6" of concrete with the bottom of the footing being 12" measured below grade. The footing is required to be 12" wide at the bottom of the footing.
- Two continuous #4 (1/2") rebar is required to be placed in the footing.
- The building is required to be attached to the footing/foundation by 1/2" anchor bolts embedded 7" into the foundation. Such anchor bolts are required at the end of each sill plate and not more than 6'-0" on center. Alternative foundation sill anchors are permitted to be installed in accordance with an ICC compliance report or engineering details.

Electrical, Plumbing and/or Mechanical Work

- If the accessory building will have electrical outlets and/or lighting, plumbing or mechanical (heating, ventilating or air conditioning) systems, permits for such work will be required.
- Electrical, plumbing, gas and mechanical work are required to be performed by state licensed tradesmen.
- Electrical, plumbing, gas and mechanical work are required to be permitted by a State licensed contractor.



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Zoning/Setback Regulations

- Detached accessory structures are required to maintain a minimum 5'-0" side yard and rear yard setback from the property lines.
- Accessory structures attached to the house are considered as part of the principle structure and are required to maintain the same setbacks required for the house. Such setbacks are typically 6'-0" from the side property lines and 20'-0" from the rear property line.
- A minimum of 10' shall separate all detached buildings.
- To be considered attached to the principle structure, the wall of the accessory building must be attached to the wall of the house, or the accessory building may be attached by a 4'-0" wide roof attachment.
- Accessory buildings are required to be located behind the rear of the principle structure or a distance of more than ½ the depth of the lot.

Zoning Lot Coverage

- Residential lots limit the amount of lot coverage (roofed area) to no more than 30% or 35% depending upon the zoning district.

Historic District Regulations

- Accessory building to be located in the Old Conway Historic District which are 160 square feet or more in area require review and approval by the Old Conway Design Review Board.
- Accessory buildings located in the Asa P. Robinson Historic District require review and approval by the Asa P. Robinson Historic District Commission.

Subdivision Covenants

- It is not unusual for a subdivision to include subdivisions regulations or covenants that apply to the construction of accessory buildings. The City of Conway does not enforce subdivision regulations, however, be advised to check with your homeowners association or the deed to your property for covenants or restrictions that may exist and apply to your accessory building.

If you have any questions regarding permitting, building code requirements or zoning restriction related to accessory buildings, call the City of Conway Office of Permits and Inspections at 501-450-6107.