



## VILLAGE OF WESLEY CHAPEL

6490 Weddington Road  
Wesley Chapel, NC 28104  
[www.wesleychapelnc.com](http://www.wesleychapelnc.com)  
704/839-0182

### Accessory/Upfit Permit Checklist

An Accessory Structure exists on the same lot with the principal structure, typically a house, and is customarily secondary to the principal use. Any increase in floor space of the proposed project will be considered an Addition, which requires a different type of permit. Accessory structures shall not have heated space, kitchen facilities, and bathroom facilities as part of the same building or they will be considered separate dwelling units and are not allowed per Wesley Chapel's *Code of Ordinances*. An *Upfit* is a renovation or improvement to the inside of an existing structure.

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**Accessory structures must comply with the following. Applications must be complete with required documents in order to be considered. Upfit permits only require an application and payment.**

- Must be located no closer than 15 feet to any *side* or *rear* lot line. Swimming pools must be located in the rear yard **OR** the side yard provided there is a minimum 200 feet setback. Wellhouses are not subject to location requirements.
- It is the property owner's responsibility to ensure compliance with their Homeowner's Association and Union County Building Code.
- Total allotment of all Accessory buildings on site shall not exceed **one half** of the gross floor area of the principal building, cumulatively, unless it is a qualified barn or farm-related structure.
- Must have a residential look and characteristics.
- May not exceed height of principal structure unless it is a qualified barn or farm-related structure.
- Structures housing poultry and livestock and their waste shall be located no closer than 150 feet from any property line. Structures for horses and their waste shall be located no closer than 60 feet from any property line.
- Include a copy of a **Sealed Survey** which shows:
  - 1) the shape, dimensions and location of the lot to be built upon
  - 2) the shape, dimensions, use and location of existing structures on the lot
  - 3) the shape, dimensions, and location of the accessory or agricultural structure(s) to be placed upon the lot
  - 4) all setback lines on the lot once the proposed accessory building is completed
  - 5) any other information that may be needed to ensure that the proposed accessory structure(s) will be in compliance with all applicable provisions of the Zoning Ordinance
  - 6) if the proposed structure is to be located within 5 feet of a setback line, a new survey will be required with the accessory structure and setbacks drawn in.
- Include the **\$25 Permit Fee**: checks made payable to the Village of Wesley Chapel are accepted. Send application to Village of Wesley Chapel, 6490 Weddington Road, Wesley Chapel, NC 28104. Payment can also be made in person.
- There is a processing time is **3-7 days** and you will be contacted when review is complete. *Permits are void after one year of project inactivity and must be reapplied for if scope of project changes or the time expires.*



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<b>Office Use Only</b>
Permit # _____
Date _____
Cash or Check # _____
Amount Paid _____

**ACCESSORY / UPFIT PERMIT APPLICATION**

Structure Type:  Residential       Commercial (requires a \$250 site plan review)

Permit Type:  Accessory (pools, sheds, detached garages, etc.) **\$25**  
 Upfit (for renovations or improvements inside the structure) **\$25**

Zoning District:       R-40       RA-40       R-20       RUC       CZ R-40 (Senior Housing)

<b>Lot Information</b>		
Property Address _____		
Owner Name _____		
Parcel ID # _____	Lot # _____	Subdivision _____
<b>Contractor Information</b>		
Contractor Name/Company _____		NC Builder's License # _____
Address _____		
Phone # _____	Email _____	

**Accessory Structures:**

Describe Proposed Structure: \_\_\_\_\_  
 \_\_\_\_\_  
 Total Square Footage of House: \_\_\_\_\_  
 Height of House: \_\_\_\_\_  
 (Accessory Structure cannot exceed height of Principal Structure)

Dimensions of Accessory Building or Pool: \_\_\_\_\_

**Setbacks:**

*Minimum 15' required. Setbacks must match survey*

**Side Yard, Left** \_\_\_\_\_  
**Side Yard, Right** \_\_\_\_\_  
**Rear Yard** \_\_\_\_\_

**Upfits:**

Describe Nature of Work to be done: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will there be any changes to the building footprint?

Yes       No

I HEREBY CERTIFY that all of the information provided for this application and all attachments is true and correct to the best of my knowledge. I further certify that I am familiar with all requirements of the Village of Wesley Chapel Zoning Ordinance concerning this proposed use. I acknowledge that any violation of this ordinance will be grounds for revoking this permit and any subsequent permit issued by the Village of Wesley Chapel.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

This Permit is: Approved  Denied  \_\_\_\_\_

**Zoning Administrator**

**Date**