



Plan Submittal - Patio Covers & Accessory Buildings (Sheds)

Policy & Procedure No.: **B-04-04**

January 2023

Purpose

This handout establishes a procedure for complete design plan review submittals for one story residential Attached/Detached Patio Covers or similar shade structures (i.e., trellises, gazebos, arbors) and Accessory Structures used as tool and storage sheds, playhouses, etc. Approval must be obtained from Building Safety & Inspection, Planning and Development Services and Engineering before commencing any work.

Permits Required

The City of Elk Grove adopted Title 23 Zoning Code and California Building Code (CBC) which establishes regulations for the construction of all buildings within this jurisdiction and as such a building permit is required for the following installations:

- **Attached** Patio Covers, or similar shade structures (i.e., trellises, gazebos, arbors) and Accessory Structures/Sheds of any size if joined to the main house/garage structure.
- **Detached** Patio Covers or similar shade structures (i.e., trellises, gazebos, arbors) and Accessory Structures/Sheds when in excess of 120 sq. ft. in floor area.

Exemption: (CRC, Section R105.2)

Table from the City of Elk Grove adopted Title 23 Zoning Code

TYPE OF STRUCTURE	PERMIT REQUIRED	MINIMUM SETBACKS	MAXIMUM HEIGHT
<u>Attached</u> patio cover or enclosure to main house or garage	Yes	(1)	(1)
<u>Detached</u> patio cover or enclosure <u>greater</u>	Yes	Interior Side: 3-ft Street Side: 12.5-ft Rear: 3-ft	16-ft
Detached Accessory Structure/Shed <u>less</u> than <u>120</u> sq. ft. <u>and less</u> than 8 feet in height	No	Interior Side: 3-ft Street Side: 12.5-ft Rear: 3-ft	8-ft
Detached Accessory Structure/Shed <u>less</u> than <u>120</u> sq. ft. <u>and greater</u> than 8 feet in height	No	Interior Side: 5-ft Street Side: 12.5-ft Rear: 5-ft	16-ft
Detached Accessory Structure/Shed <u>greater</u> than 120 Sq. Ft.	Yes	Interior Side: 5-ft Street Side: 12.5-ft Rear: 5-ft	16-ft

(1) Please consult with a representative of the City of Elk Grove Planning Department for development standards and setback requirements.

One story Detached Accessory Structures used as tool and storage sheds, playhouses, etc. 120 sq. ft. in floor area or smaller, with not more than 12-inches of overhang extending beyond the exterior wall of the structure do not require a building permit.

Designs Required

Structural analysis/evaluation is required by a California State licensed professional engineer for all Attached & Detached (Freestanding) Structures.

Note: Refer to City of Elk Grove Building Department "[Conventionally Built Patio Covers](#)" handout for optional prequalified conventionally wood framed constructed patio cover requirements. Also, refer to optional "[Manufactured Metal Patio Cover](#)" note on next page.

Allowed Locations

Submitted design plans shall require review and approval by the City of Elk Grove Planning Department staff to review the Zoning Code restrictions for maximum building coverage allowed, height limitations, property line setbacks and maintenance/public utility easement setback distances prior to submitting plans.

Online Electronic Submittal Required

All plans and supporting documents shall be submitted electronically using the eTrakit online permit portal. To access the portal, you must first register. Please reference the link below for registration instructions:

https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_109585/File/Departments/Building/2019%20Forms%20and%20Handouts/eTrakit%20Online%20Building%20Permit%20Program-2.pdf

Once registered, you can access the eTrakit permit portal using the link below:

<https://elgr-trk.aspgov.com/eTRAKIT/>

Plan Review Timelines

Allow a minimum of **five** business days for the first plan review; **three** business days for any subsequent reviews.

Minimum Design Plan Requirements

Information

1. **Site Plan** - job address; name, address and phone number of owner, contractor, and designer; written description of scope of work, dimensioned area (sq. ft.) for structure; lot and existing building size; location and distances to rear and side property lines; public or maintenance easements; and north arrow.
2. **Architectural Plan** - for enclosed patio covers, identify adjacent rooms, door/window opening sizes and types within the existing dwelling [light/ventilation areas and bedroom emergency egress windows shall be maintained; exterior landings; location of electrical outlets/switches/ light fixtures; architectural and framing details including cross sections; exterior elevations, materials, colors, wall covering, building height.
3. **Structural Framing Plan** - complete roof framing with sizes/spacing of rafters, beams, girders, posts; distance between supporting posts; lumber species and grade; framing details at typical locations (beam to post, post to footing); method of attachment to existing structure.
4. **Foundation Plan** - new foundation system identifying type, reinforcement, dimensions, post to foundation connection, and footing/slab details cross-referenced to plans.

Patio Covers – CRC Appendix AH

The following provisions shall be considered in your design when building a patio cover:

- One-story structures only.
- Maximum 12 feet in height (refer to the Zoning Code for allowable height requirements).
- Open area of longer wall and one additional wall is at least 65% of the area below a minimum 6'-8" of each wall, measured from the floor.
- Openings may be enclosed with insect screening or plastic that is readily removable translucent or transparent plastic, 0.125 inches in thickness.

Exception: operable glass windows or doors are allowed provided the remaining windows in the dwelling - other than the windows being blocked by the enclosed structure - provide minimum natural light & ventilation.

- Structure is used only for recreational, outdoor living purposes and **not** as carports, garages, storage rooms or habitable rooms.
- Emergency egress windows in bedrooms shall not exit into patio enclosures; these should open directly to the street, public alley, or yard.
- Structure may be supported on a minimum 3-1/2" thick concrete slab on ground without footings, provided that the columns do not support combined dead and code live loads in excess of 750 lbs. per column.

Manufactured Metal Patio Covers

Prequalified engineered metal patio cover/enclosure design system package with industry listings (i.e., I.C.C. ES Evaluation Report numbers) is allowed and requires the appropriate number of copies of the product installation and design specification sheets be submitted with the site plan/cover sheet.

Inspections

1. **Foundation** - only required when any proposed structure includes a new foundation system; the inspection allows the building inspector to verify the size and depth of excavated footing, foundation construction method, etc.
2. **Final** - required after the project is complete.

The inspection phone line is **(916) 478-2225**, available 24 hours/day. Inspection requests received after 5:00 am will be scheduled for the following day. Inspections can also be scheduled online using the eTrakit permit portal. You can access the portal using the link below:

<https://elgr-trk.aspgov.com/eTRAKIT/>

Fees and Application Forms

Building fees are based on the square footage and valuation (labor and materials) of the construction work. Please call in advance to determine an exact fee.

An Application for Permit form is available online at:

<https://www.elkgrovecity.org/building-safety-inspection-permits/building-forms-handouts-and-featured-articles>

For additional information please contact Building Safety & Inspection at:

Phone: (916) 478-2235
Email: Bldonline@elkgrovecity.org
Hours: Monday through Friday
8:00 am - 5:00 pm