



City of Greenacres

Building Division
5800 Melaleuca Lane
Greenacres, Florida 33463-3515
Ph: 561-642-2052 Fax: 561-642-2049
permitcenter@greenacresfl.gov

Accessory Structure Checklist

Site Information

Address: _____

Required Plans and Documents

- ☐ Palm Beach County Universal Permit Application.
- ☐ Accessory Structure Checklist.
- ☐ Survey showing location, size and setbacks of proposed structure.
- ☐ Plans if applicable. (Plans must be signed in accordance with Florida Statute, and Florida Administrative Code)
- ☐ NOA or Product approvals.
- ☐ Tie downs information.
- ☐ Notice of Commencement for work valued at \$15,000 or more. (Recorded and certified copy of the NOC must be submitted to groupblg@greenacresfl.gov prior to scheduling the first inspection)

**** NOTES: Surveys older than one (1) year may be accepted by Planning and Zoning if they accurately represent the current condition of the property.****

Qualifier Signature: _____ Date: _____



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Accessory Structure Worksheet

Site Information

Address: _____

☐ Residential

☐ Commercial

Project Information

☐ Shed ☐ Detached Garage ☐ Tiki Hut ☐ Pergola ☐ Gazebo ☐ Detached Carport ☐ Porch
☐ Screen Porch ☐ Other

☐ Prefabricated

☐ Constructed on Site

Accessory Structure Size: _____

Manufacturer: _____

Is there an existing pad/ slab? ☐ Yes ☐ No

If yes, type of pad/ slab: ☐ Concrete ☐ Wood ☐ None

Is the pad/ slab part of this permit? ☐ Yes ☐ No

Size of pad/ slab: _____

Are there any other accessory structures on this property? ☐ Yes ☐ No If yes, how many? _____

**** Please NOTE: A maximum of two (2) detached accessory buildings shall be permitted on any residential lot. Approval is contingent on zoning review. Even if all other requirements are met, final approval will not be granted until zoning compliance is confirmed****

*Refer to checklist for any additional requirements.

Qualifier Signature: _____ Date: _____

Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.

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