



Physical Address: 501 South Main Street

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## **SPECIFIC USE PERMIT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Date: \_\_\_\_\_

To be considered for your Specific Use Permit, you must do the following:

1. Submit plans according to the Building Standards, Ordinance 3.03.056, for a carport, and, Ordinance 15.2, for an accessory structure over 200 sq. foot in Single Family 20 and above.
2. Pay the Specific Use Permit fee of \$150.
3. You will be notified whether the plans are sufficient and follow all guidelines, or will need to be revised.
4. Once the plans are approved, a legal notice will be posted in the official newspaper and sent to all property owners within 200 ft of your property, after which it will go to Planning and Zoning, and they will make a recommendation to City Council.
5. If approved, you will then need to apply for a Building Permit.



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### ↓ Sec. 3.03.056 Carports/building standards

After the passage of this section, any permitted carport within the city limits shall be built to the standards applicable to such structures under the existing building code of the city but shall also be built in such a manner that its appearance is in conformity with that of the residential structure to which it is attached or which it serves. Such structures must also be at least ten feet (10') from the property line and at least five feet (5') from the public right-of-way. (Ordinance 2014-06 adopted 6/16/14)

### 32.5 REGULATIONS GOVERNING CONSTRUCTION OF CARPORTS IN SINGLE-FAMILY RESIDENTIAL ZONING DISTRICTS:

In order to obtain a Specific Use Permit to construct a Carport, a property owner must apply for a Specific Use Permit, submit detailed construction plans showing the proposed location on the property, all dimensions, and the building materials and finishes that will be used, and pay the applicable fee. After required legal notices are sent and published, the application and plans will be submitted to the City planning and code enforcement departments or consultants for comment, and then to the Planning and Zoning Commission in a public hearing for review and presentation of a recommendation to the City Council. Thereafter, after required legal notices are sent and published, the plans, application and the Planning and Zoning Commission's recommendation will be submitted for approval to the City Council in a public hearing. If approved by the City Council, the applicant must then within 30 days of approval of the Specific Use Permit submit the Specific Use Permit with an application for a building permit and pay the associated fee. The City's planning departments or consultants will review the application and proposed plans for compliance with the conditions, if any, imposed by the City Council on issuance of the Specific Use Permit and if the application is approved, the City will issue a building permit. The applicant must complete the construction of the proposed carport within 90 days of issuance of the building permit. The City's inspection department or consultant will perform periodic and final inspections to ensure the conditions, regulations and guidelines set forth in the Specific Use Permit and building permit have all been met.

No carport will be permitted on any vacant lot, and can only be constructed in conjunction with and as an accessory use to an existing residential structure. Any carport must be constructed to appear similar in materials and design to the existing residential structure and be compatible with the existing residential structure and with surrounding properties. In determining whether to recommend and/or issue a Specific Use Permit, the Planning and Zoning Commission and the



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City Council shall consider whether the proposed use is compatible with the property and surrounding property, and whether the design and appearance of the proposed use is similar in materials and design to the existing residential structure and is complimentary to the existing residential structure on the property and to surrounding properties.

### **SF-20 - SINGLE-FAMILY RESIDENTIAL DISTRICT - 20,000**

6. Accessory buildings and uses, customarily incidental to the above uses and located on the same lot therewith, but not involving the conduct of a retail business, except as provided herein:

a. The term accessory use shall include customary home occupations as herein defined. Accessory buildings, including a private garage, shall not occupy more than fifty percent (50%) of the minimum required rear yard. When the accessory building is directly attached to the main building, it shall be considered an integral part of the main building. Accessory buildings having metal construction, over two hundred (200) square feet in floor area, are required to have a Specific Use Permit. See Section 39 for additional accessory use requirements.

### **SF-25 - SINGLE-FAMILY RESIDENTIAL DISTRICT - 25,000**

#### 14.3.2 PERMITTED USES:

6. **Accessory** buildings and uses, customarily incidental to the above uses and located on the same lot therewith, but not involving the conduct of a retail business, except as provided herein:

a. The term **accessory** use shall include customary home occupations as herein defined. **Accessory** buildings, including a private garage, shall not occupy more than fifty percent (50%) of the minimum required rear yard. When the **accessory** building is directly attached to the main building, it shall be considered an integral part of the main building. **Accessory** buildings having metal construction, over two hundred (200) square feet in floor area, are required to have a Specific Use Permit. See [Section 39](#) for additional **accessory** use requirements.