

SHEDS AND ACCESSORY STRUCTURES

This information handout has been compiled by the Department of Building Safety and is a result of the departments' *ON TRACK PROGRAM*. A program intended to help contractors and the general public understand the guidelines and requirements for obtaining a building permit for a shed or accessory structure.

Frequently asked questions

Is a permit required to erect a shed or accessory structure? Yes. A building permit is required for all storage sheds. This includes both pre-manufactured shed kits and "site built" sheds which are either temporary (moveable) or permanent structures.

Where can I place the structure on my property? Please note: that the Department of Building Safety and Zoning do not review shed and accessory structure placement for compliance with subdivision covenant requirements. You should contact your Home Owners Association for specific restrictions.

Will my structure be inspected?

That depends on the type and size of the structure. Once your application is reviewed a determination will be made during the review process for the types of inspections that may be necessary.

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SUBMIT THE FOLLOWING TO OBTAIN A PERMIT

- Completed application for permit identifying address of property, pin number, owner of property, name of installer, width, depth, and height of structure, and construction costs
- Two (2) copies of construction plans, Manufacturers brochures for shed kits are acceptable.
- Two (2) Plats of Survey, showing the structure location, show all dimensions from structure to all property lines, dimensions from existing home to new structure.

ONCE YOUR PERMIT IS ISSUED

- The green building permit card must be posted so that it is visible from the street. It is your responsibility to call the Department of Building Safety to schedule the appropriate inspections. The approved construction plans and permit must be kept on the job site and available to the inspector for review at the time of inspection.
- Call J.U.L.I.E. for assistance in locating utilities at 800/892-0123, 24 hours a day.

REQUIRED INSPECTIONS

- The permit review process will determine which inspections may be necessary. Slab pre-pour, electric rough and building rough.
- Schedule all inspections before 4 p.m., 1 business day in advance.

For Inspections Call: ICCI 877/551-ICCI (4224)