



## Building Department CHECKLIST FOR ACCESSORY STRUCTURES (Sheds, Garden Structures, etc.)

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**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Select type of structure
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Size of accessory structure
- Type of accessory structure
- Manufactured by
- Type of pad
- Size of slab, if applicable
- Footing size, if applicable
- Anchoring kit
- Existing accessory structure(s)
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Product Approval for pre-fabricated structures.
- Site Plan or Survey showing the proposed location of the structure. (Note: Planning & Zoning approval will be required for structures not associated with one and two family dwellings.)
- Construction plans signed and sealed by a licensed Architect/Engineer.
- For commercial sites, in addition to paper copies, a digital copy of the construction documents will be required at the time of submittal.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

*This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.*