



# SHED PERMIT PROCEDURE

A SHED PERMIT IS REQUIRED FOR ALL NEW, RENOVATIONS, ALTERATIONS OR REPLACEMENTS

Shed Permit Application Form:

- 1) Property Address of Shed must be provided
- 2) Complete all sections of application. **(DO NOT COMPLETE OFFICE SECTION)**
- 3) **Plot Plan:** Show all dimensions of entire property (length x width, and square feet of entire lot). Identify streets adjacent to the property. Place all buildings, with size dimensions (length x width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from the shed to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. Any easements/deed restrictions must be indicated.
- 4) Sign and Date the application. If property resident is not the owner of the property, a notarized statement of the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers of where owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation.
- 5) Three (3) copies of all plans must be and specifications must be submitted with all applications. Cross section drawings, giving structural details, must be included.
- 6) DIMENSIONS: Show all dimensions of proposed work (Width and Length)
- 7) FEES: Permit Fees must be submitted with the permit application
- 8) REVIEW: The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Borough Codes and Ordinances.
- 9) PERMIT GRANTED: If approved, the permit will be processed and issued to you within fifteen (15) business days. **WORK MAY NOT START UNTIL A PERMIT HAS BEEN APPROVED AND GRANTED. THE PERMIT PLACARD SHALL BE DISPLAYED SO AS TO BE VISIBLE FROM THE STREET.**

Questions concerning this application may directed to the Fountain Hill Zoning Office at 610-867-5124