

SHED PERMIT

To get a permit for a residential shed, appear in person at 214 Hogan Street, 2nd floor, between 7:00 a.m. and 3:00 p.m. Monday through Friday. Bring proof of your Homestead Tax Exemption and a photo ID. If the shed is larger than 150 sq. ft., you will need to bring two copies of your scalable certified survey (a map of your property that you should have received at closing) and plans for the shed. If the shed is 150 sq. ft. or less, the only plans required are two copies of a site plan.

The copy of the certified scalable survey or the site plan should be modified to show the location of the proposed shed. Draw the outline of the floor plan to scale, and show dimensions from at least two adjacent property lines. Detached structures must be at least 5 ft. from side and rear property lines in most zoning districts. However, if the shed is less than 5 ft. from the house, it must meet the more restrictive setback requirements the house is required to meet.

If the shed is over 150 sq. ft., you will need building plans that are engineered in accordance with the Florida Building Code, the IBHS Guideline for Hurricane Resistant Residential Construction, the ANSI/AF&PA Wood Frame Construction Manual for One- and Two-family Dwellings, the FC&PA Guide to Concrete Masonry Residential Construction in High Wind Areas, or the WPPC Guide to Wood Construction in High Wind Areas. Site built sheds also require Product Approval Information Sheets and truss engineering reviewed and approved by the shed engineer, if pre-engineered trusses are used. The signature and seal on the plans do not necessarily have to be original for pre-manufactured buildings if the manufacturer has originals mastered with the Building Inspection Division. Ask the seller of the building if the plans are mastered. If the seller doesn't know, the plans are not mastered. Building plans have that been reviewed by the Department of Community Affairs (D.C.A.) will include a copy of the D.C.A. Plans Examiner's stamp and signature, except the foundation plan which must have the original engineer's seal and signature. Two copies of all documents are required.

When you arrive at the permitting office, pick up a Building Permit Application and a Property Owner Disclosure at the Plans Review counter. Complete the application, and proceed to the Zoning counter. Zoning will review the scalable survey for compliance with the requirements of your zoning district.

Next, go to the Development Services counter. They will review the scalable survey for flood zone, city easement, and city right of way issues.

Next, go back to the Plans Review counter. The Permit Assistant will input your application information into the permitting system and create a permit number for you. They will complete the processing for sheds of 150 sq. ft. or less.

If the shed is larger than 150 sq. ft. you will be directed to the Small Projects Plans Examiner. They will review all of the building plans, assign the required inspections, give final approval to the Building Permit Application, and give you a payment slip to take to the Tax Collector. You will also get one of the two sets of plans back with approval stamps, signature, and permit number. You may use cash, personal check, or MasterCard or Visa to pay for the permit. After you pay, the Tax Collector will give you the actual building permit.

The permit fee for sheds 150 sq. ft. or less is \$60.00. These small sheds do not require inspection. The permit fee for sheds requiring only one inspection is \$100.00. The permit fee for sheds requiring multiple inspections is \$150.00 minimum. All permit fees are subject to minor surcharges.

If the cost of construction (appears on the Building Permit Application) exceeds \$2500.00, then a Notice of Commencement is required. The notice is signed by the property owner and recorded at the Clerk of the Court in room 216. There is a \$10.00 fee to record a one-page document. A copy of the recorded notice displaying the permit number is then delivered to the Information counter or faxed to 255-8552.