

BUILDING INSPECTION DIVISION



March 17, 2008

MEMORANDUM

Bulletin G-02-08

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., Chief,
Building Inspection Division

Subject: **Revised Policy for Residential Shed Permitting**

The following policies are effective immediately for residential shed permitting:

1. Permits for residential sheds less than 250 square feet in size may be applied for without a Homeowner Affidavit. The homeowner must still sign the permit application and have it notarized, but they can have someone else physically apply for the permit.
2. Residential sheds less than 150 square feet in size, with no utilities, less than 15 feet high, and not in a Planned Unit Development (PUD), no longer need to provide two copies of a **survey**, but must provide two copies of a **site plan** showing property lines, location of house, any other existing structures, as well as the proposed location of the shed. Please note that sheds may not be placed in any required side or rear yard, and must be five (5) feet from the side and rear property lines as long as the shed is located at least five (5) feet from the principal structure, otherwise the shed must meet the standard setback requirements for that zoning district. The shed must also avoid being located in any unobstructed easement. You will still need Zoning approval, but no longer need Development Services approval.