

# CHECKLIST FOR: Utility Shed Permit

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## General Submittal Requirements

- Permit Application.**
- Owner/Builder Disclosure Statement.** This is required when an owner is obtaining a permit.
- Notice of Commencement.** A certified copy is required if job value is \$2,500 or greater, prior to the first inspection (this is not required to be submitted to obtain the permit).
- FEMA 50% Rule-for Addition/Alterations.** If property is located in a flood zone provide the FEMA 50% Rule or an Elevation Certificate.
- Health Department - Septic System Requirements.** Provide a site plan showing the location and distance of septic tank and drainfield, if present or proposed, to the proposed utility shed.

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.

## Residential Sheds

- For onsite construction provide three sets of sealed drawings with Notice of Acceptance and/or product approvals, if applicable.
- For pre-fabricated sheds provide documents approved by the Florida Department of Economic Opportunity.
- Must comply with current Florida Building Code wind load requirements.
- Certified Site Plan/Survey\***- Three copies with at least one sealed, showing the following:
  - Size and location of shed.
  - Distance to property lines and other structures located on the property.
  - If being used for animals, provide a minimum 100 feet separation from adjacent dwellings.
  - If property is on septic/well, show the structure, well, and septic location along with a floor plan of the structure.

## Supplemental Materials - General Submittal Requirements

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- Lot Coverage Form**- If property does not have a South Florida Water Management District Permit.
- Vegetation Removal Form** - If there is any vegetation on your property you will need to fill out the Vegetation Removal Affidavit, whether you are clearing or not.

\* If all requirements of Building Block A-128 are met, residential structures 400 square feet or less may use a spot survey waiver form at time of application.

### Commercial Sheds

- For onsite construction provide five sets of sealed drawings with Notice of Acceptance and/or product approvals, if applicable
- For pre-fabricated sheds provide five sets of documents approved by Florida Department of Economic Opportunity
- Must comply with current Florida Building Code wind load
- Six copies of the approved SDP with the cover sheet, and architectural plans, if required