

INITIAL SUBMITTAL REQUIREMENTS

UTILITY SHED PERMIT

- **Permit Application:**
- **Owner/Builder Affidavit:** Required when owner is obtaining permit
- **Notice of Commencement:** A certified copy is required if job value is greater than \$2,500 prior to the first inspection (this is not required to be submitted to obtain the permit).

Residential Sheds: Provide three sets of:

- **Certified Site Plan:** Not older than 6 months, signed and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures.
 - If proposed shed is 400 sq. ft. or less of new impervious area, and all requirements of Bulletin 21 are met, site plan does not need to be signed and sealed.
 - If proposed shed is 200 sq. ft. or less, a Spot Survey Waiver may be used.
 - If being used for animals, show that shed is at least 100 feet from neighboring dwellings.
 - If on septic/well, show the location of well, septic, and drainfield in relation to proposed structure. Provide a floor plan of proposed structure.
- **Construction Drawings:**
 - **For Onsite Construction:** Signed and Sealed, if applicable, by an Architect or registered P.E., to the current building code.
 - **For Prefabricated Sheds:** Documents approved by the Florida Department of Economic Opportunity
 - Must comply with the Florida Building Code wind load requirements.
- **Product Approvals:** Florida Product Approvals or Miami-Dade NOAs are required for all windows, doors, shutters, roofing materials, underlayment, roof vents, etc.
 - One Index sheet with each permit set
 - One separate set which includes an index sheet, coversheet and installation instructions for proposed building materials.
- **Vegetation Removal Affidavit:** Required if lot is *one acre or greater*.
 - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.
- **Stormwater Plan:** Required for 1 & 2 Family properties that do not have a South Florida Water Management District Permit, Surface Water Management Permit or Environmental Resource Permit (most zoning that is not in a PUD).

Commercial Sheds: Provide five sets of:

- **Construction Drawings:**
 - **For Onsite Construction:** Signed and Sealed, if applicable, by an Architect or registered P.E., to the current building code.
 - **For Prefabricated Sheds:** Documents approved by the Florida Department of Economic Opportunity
 - Must comply with the Florida Building Code wind load requirements.
- **SDP (Site Development Plan):** The approved SDP, including the cover page, site plans, and architectural plans, if required.