



Storage Sheds or Portable Buildings Requirements

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**This outline of requirements is not to be construed as all-inclusive.
It is to be used as a guideline only.
Incomplete application submissions will delay the review process.**

Submission

- Permit required for buildings 64 square feet in area or greater than 8 feet in height.
- Three (3) copies of site plans and complete set of drawings are required for plan review. Drawings shall be submitted with a complete permit application form.
- Applicant must provide a drawing showing all dimensions of the proposed building.
- Site plan must include building location with dimensions from all property lines and the main structure.
- Identify location and distance from roof edge to property line.
- There is a \$50.00 non-refundable fee, to be paid at time of application, which will be deducted from the total permit fee.
- Accessory Structure fee is based on valuation of work (0.159 per sq ft with a minimum of \$50.00.)
- All contractors shall be registered with the City.
- Drawings shall be drawn to scale, dimensioned and of sufficient clarity.
- Must include lot size as well as the square footages of all existing and new buildings and structures.
- Separate permit required for electrical (if applicable).
- For pre-fabricated structures, the manufacturer's engineered specifications are required.
- Provide engineer stamped foundation plans, if structure is 400 square feet or larger and will sit on a concrete foundation.

Location

No storage shed or portable building shall occupy space in the required front or side yard setback.

Setbacks

Storage sheds greater than sixty-four (64) square feet in area or greater than eight (8) feet in height must maintain a three-foot setback from the primary structure, any property line and easements.

Design

Storage buildings shall be designed to be compatible, to the maximum extent practicable, with the principal building(s).

Material

Material checklist shall be provided with permit application. (Building Official shall approve building materials.)

Height

Maximum height of a storage building shall be equal to or less than the height of the principal structure.

Maximum building or structure size

The maximum footprint of any detached building, structure or use shall not exceed one-half (1/2) of the principal dwelling's footprint.