



Shed (New Site-Built)

Description

This guideline is used when installing a new site built shed on a residential property.

To apply, use the “Shed - New or Moving on the same site” application on the CSS portal. Select the “New Shed” option for type of work.

Who Can Apply

General Contractor (CGC), Building Contractor (CBC), Residential Contractor (CRC), Owner/Builder, or Tenant.

Required Documents – always required

- Site Plan
- Shed Design Drawings
- Tie Down Specifications
- Impervious Surface Calculation Worksheet
- Burrowing Owl Gopher Tortoise Affidavit

Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Notice of Commencement
- Eagle Management Affidavit
- Flood Vent Specifications

Owner/Builder Documents

- Owner/Builder Affidavit

Private Provider Documents

- Notice to Building Official of Use of Private Provider
- Private Provider List of Building Inspections, if using plans review
- Private Provider Plan Compliance Affidavit, if using plans review



Review

- Building
- Zoning
- Floodplain, if applicable
- Environmental, if applicable

Inspections

- Inspections vary, subject to the details of the scope of work
- Notice of Commencement, if applicable
- Tie Down Final
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

Additional Notes

The concrete slab for a shed must be permitted separately.

If there is electrical, a separate electrical (miscellaneous) permit is required.

If the shed is located within a flood zone, flood vents are required. Alternatively, an elevation certificate can be submitted prior to permit completion to show compliance with the flood requirements (base flood elevation + 1ft).