



## **Shed (Relocate)**

### **Description**

This guideline is used when moving an existing shed to a new location on a residential property.

To apply, use the "Shed - New or Moving on the same site" application on the CSS portal. Select the "Move Shed location on existing property" 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
- Site Specific Tie Down Specifications
- 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

### **Review**

- Floodplain, if applicable
- Environmental, if applicable



## **Inspections**

- Notice of Commencement, if applicable
- Tie Down Final
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

## **Additional Notes**

The original shed must have been previously permitted.

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).

Private Provider for Plans Review is not permitted for this permit type, as there is no review.