

**BUILDING PERMIT APPLICATION
PORTABLE STORAGE SHED PERMIT CHECKLIST**

Building Permit #		Owners Name			
PERMIT APPLICATION FOR: (Address)					
Total Square Feet			Email		
Block		Lot(s)		Zoning code (R-C-I)	
TAX PARCEL NUMBER (On Property Tax bill)					
Total Project Cost (Does not include land)					

Applicants are requested to provide a current driver's license as proof of identification and provide name of their building contractor, architect and/or Engineer. **A COPY OF THIS PERMIT MUST BE POSTED AT THE CONSTRUCTION SITE.**

Name of Property Owner					
Address			City		State
Zip code			Telephone Number		

STORAGE BUILDING DIMENSIONS					
LENGTH		WIDTH		HEIGHT	

Thank you for inquiring about a permit to place a portable shed in your yard. This storage shed permit fee is \$ ~~50.00~~ plus \$.30 per SQ. FT. and permits a storage shed without submitting design details if, and only if, ALL of the following conditions are met:

- 1) The storage shed must not be 200 SQ.FT. or larger.
- 2) The storage shed must be portable (skid mounted).
- 3) The maximum height is 15 feet.
- 4) The storage shed must be located in the rear or side yard and used for normal miscellaneous residential usage. Storage sheds may not be located in the front yard.

- 5) The storage shed shall not be closer than 5' from the rear or side lot line.
If adjacent to a rear or side street the yard setback shall not be less Than 15'.
- 6) All accessory buildings, storage buildings, decks, patios, unattached garages, etc. located in the rear yard shall not cover more than 50% of the required rear yard setback area.
- 7) Storage sheds may not be located in sight triangle requirements on corner lots at street intersections.
- 8) The storage shed must be at least 5 feet from another structure.
- 9) There cannot be electricity, plumbing or heat in the building.
- 10) The storage shed will not be used or occupied for any dwelling use.
- 11) The storage shed shall be structurally sound and maintained.
- 12) All portable buildings must be securely anchored to ground on all corners with trailer anchoring with over-the-roof tie straps that are attached to anchors or bolted or anchored to concrete slab.

Generally, project plans can be checked in 5 to 10 working days after site is flagged and all required documents are turned into city office. If you have any questions on the above requirements, please call the City office at 361-529-6520. NOTICE: The owner upon request of any utility must remove all sheds placed on easements.

I AGREE TO BUILD MY SHED IN COMPLIANCE WITH ALL OF THE ABOVE TERMS.

Owner signature _____ Date _____

If your project does not comply with ALL of the above conditions, the project may still be possible, but you may need to apply for a different permit, which requires more detailed information and is more expensive. Please submit the site plan and / or design drawings / building permit application for review and approval by the City official.

OFFICE USE ONLY	PLAN REVIEW FEE		BUILDING PERMIT FEE	
Building Permit #		EXPIRATION DATE		
1ST EXTENSION DATE		2ND EXTENSION DATE		
SETBACK FORM		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE
CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

TIE DOWN INSPECTION		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

Paid Plan Fee	Check #		Amount		Receipt #	
Difference owed	Check #		Amount		Receipt #	
Total Permit Fee	Check #		Amount		Receipt #	