

# GAZEBO

## Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (✓)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: **Commercial Alteration** or **Residential Alteration**

1. **Site Information** [<Survey>](#)

- a. Survey showing Structure with Location of the Gazebo Clearly shown. \_\_\_\_\_
- b. Indicate Gazebo size and setbacks. \_\_\_\_\_

2. **Plans** [<Building Plans>](#)

- a. Structural Plans Signed & Sealed with name/address of Architect / Engineer \_\_\_\_\_
- b. Drawing showing framing layout \_\_\_\_\_
- c. Typical Section Details showing supports/foundations and connectors/connections  
Including stairs/steps, handrails and guardrails \_\_\_\_\_
- d. Show All Height, Dimensions and Materials \_\_\_\_\_
- e. Guardrails Required if Gazebo more than 30" above grade \_\_\_\_\_

3. **Supporting Documents** [<Supporting Docs>](#)

- a. Owner/Builder Affidavit, if applicable \_\_\_\_\_

### **IMPORTANT NOTICE**

**IF RESIDENT LIVES IN DEED RESTRICTED COMMUNITY**

**PLEASE CONTACT HOA TO DETERMINE IF ASSOCIATION APPROVAL IS REQUIRED  
TOJ BUILDING DEPARTMENT CANNOT ENFORCE ASSOCIATION REGULATIONS**

**Valuation of each permit determined by the total value of work  
Including material, equipment and labor even when supplied by others**