

SHEDS/STORAGE BUILDING

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: Category: **Shed (R) or (C)**

30% of permit fees due with this application. Balance of fees (building, impact, etc.) due at time of permit issuance. All subcontractor permits shall be issued prior to commencing work.

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

a. Survey, signed/sealed showing:

- Location of proposed structure _____
- Setbacks and Building Dimensions _____
- Existing Structures, Easements and Lot Size _____
- Power Lines and Service Drop and Septic Location _____
- Provide Floor Elevation of Proposed Structure _____
- If in a Flood Hazard Zone, provide Floodplain Development Permit _____

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

a. Shed/Storage Building:

I. **MUST** include, but not limited to:

- Sheds maximum 8' height & 144 Square Feet _____
- Storage building may **NOT** exceed 25% of the area of the primary structure and maximum 10 ft roof height _____
- Minimum size greater than 144 Square Feet _____
- **MUST** be similar in design to primary structure and may **NOT** be metal or plastic _____
- No door may exceeds 6 ft in width _____
(See Town Ordinance Sec 27-1910)

II. Pre-Manufactured Shed:

- Provide DBPR approved drawings _____

III. Site Built:

- Drawings Signed & Sealed by Architect/Engineer, included but not limited to:
 - Floor Plan with dimensions and Window/Door Location & Sizes _____
 - Foundation Plan _____
 - Typical Wall Section _____
 - Wind Load Compliance Certification Signed by Designer _____

- IV. Palm Beach County prescriptive shed design drawings _____
(BCAB 09-10 Revised 09-2021)

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3. Supporting Documents <Supporting Docs>

- a. Owner/Builder Affidavit, *if applicable* _____
- b. Signed/sealed Soil Analysis Report, *if applicable* _____
- c. Completed Drainage Certification form, *if applicable* _____
- d. Elevation Certificate signed/sealed, *if applicable* _____

4. Product Approval <NOA>

- a. Provide Product Approvals, as required
 - I. State of Florida Product Approval with installation instructions engineered plans _____
(Be sure to mark the **EXACT** product number)
 - II. Miami-Dade Notice of Acceptance (NOA) with installation instructions _____
- b. Information **REQUIRED** from product approval:
 - I. **ALL** project specific details shall be Identified/Marked/Circled on product Approval Installation Instructions _____

Required items:

- **Permits for Electric, Mechanical, Plumbing, Driveway (Separate Engineering permit), Roofing, Fence required before commencing that work.**
- **Form board tie-in survey with finish floor elevation shall be submitted prior to placing concrete**
- **Garage door certification for windload and anchoring specs required for inspection**
- **Provide inspector with final 'as-built' drainage plan at final inspection**
- **Work exempt from permit: One story detached accessory structures used as tool and storage sheds, playhouse and similar uses, provided the floor area does not exceed 120 square feet (11m2) but may be subject to Zoning Approval.**

For Certificate of Occupancy at time of completion you must have:

- **Finished Floor Elevation on a signed/sealed final tie-in survey**
- **FEMA Elevation Certificate signed/sealed by surveyor**
- **Structure completed according to approved plans, Florida Building Codes and Jupiter codes and ordinances**
- **Termite protection compliance certificate**