GENERAL INSTRUCTIONS FOR A SHED PERMIT

NEED TO SUBMIT:

1. Completed accessory structure permit application.

2. Completed shed permit checklist.

3. Plat of survey showing proposed location of shed, dimensions of shed, distance from shed to lot lines and distance from shed to the primary structure.

4. Building plans or drawings for construction and assembly of shed. (For pre-built sheds, a brochure with the shed to be built may be sufficient for review)

SHED REQUIREMENTS:

1. A shed shall not exceed 144 square feet of floor area.

2. A shed shall not exceed 15 feet in height (measured from the surrounding grade to the highest point of the shed).

3. A shed shall not be permitted in a front yard.

4. A shed shall be placed a minimum of 5 feet from the property line.

5. A shed shall be placed a minimum of 10 feet from the primary structure.

6. For corner lots, a shed shall be placed behind the building set back line for the side yard.

7. A shed can be placed in an easement if the following conditions are met:
   
   A. The shed is not placed on a concrete surface.

   B. The owner shall be responsible for moving of the shed and any cost associated with the moving of the shed if, for any reason, the shed should need to be moved for work to be completed within that easement.

8. No shed shall be constructed of such height or in such manner as to interfere with the access of light or air to any house or placed used for permanent habitation.
DATE:______________

SHED PERMIT CHECKLIST FOR ________________________________________

All Items listed must be completed and all documentation must be submitted at the
time of permit application. Application submittals not complete will not be accepted
for processing.

☐ Name, Address and Phone Number Complete on Permit Application

☐ Permit Application Signed and Dated

☐ Project Cost – Including Labor (if applicable)

☐ Contractor Information (if applicable)

☐ Plat of Survey

☐ Location of Shed on Plat of Survey with all Dimensions from Shed to lot lines
   and from Shed to the Primary Structure.

☐ Size of Shed – Maximum size: 144 square feet

☐ Height of Shed

☐ Shed Plans, Including Floor System Information (if stick-built)

☐ Manufacturer Information on Pre-Built Sheds

☐ Homeowner has Contacted their Homeowner’s Association (if applicable)

The Village of Oswego has no authority to enforce the covenants or adopted rules of
your Homeowner’s Association.
**Building Permit Application for Existing and Accessory Structures**

**Permit No. __________________**

### CUSTOMER DATA

<table>
<thead>
<tr>
<th>Name of Owner:</th>
<th>Property Address:</th>
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### CONTRACTOR DATA

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<tr>
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### PROPOSED PROJECT DATA

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### DESCRIPTION OF WORK:

**Existing Structure:**

- (5) Remodel /
- (10) Demolition /
- (9) Re-roof
- (4) Addition /
- (11) Plumbing work /
- (11) Electrical work
- (11) Radon Mitigation /
- (4) Garage/attached /
- (3) Garage/detached

**Accessory:**

- (3) Fence 
  - wood 
  - chain link 
  - other -
  - new 
  - replacement / 
  - height ___ 3’ ___ 4’ ___ 5’ ___ 6’

- (3) Patio
  - size ___ X ___ / 
  - concrete 
  - pavers

- (3) Deck
  - (3) Pergola
  - (3) Service Walk
  - (3) Concrete 
  - pavers

- (3) Driveway
  - asphalt 
  - concrete

- (3) Shed
  - size ___ X ___ / 
  - pre-built 
  - built on site

- (3) Swimming Pool
  - above ground 
  - in ground

- (11) Other - describe ___________________________________________

- (19) Temporary Pool

- (21) Lawn Irrigation

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**CERTIFICATION**

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: ______________________________________

Signature of Owner or Owner’s Agent

______________________________

DATE

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**PERMIT APPROVED BY:**

Building Inspector ______________________________________  Date __________________