



Village of Deerfield
Checklist of Submission Requirements for
Permit Applications

Effective Date:
January 1st, 2019

Issued by:
Clint E. Case

Sheds

Permit is Required:

Installation of a new shed

Permit is NOT Required:

Repairs to existing shed

ALL Submissions for a Shed Permit Application Require:

- A **completed** Building Permit Application with **ALL** of the following information:
 - Homeowner's name, address, phone number and signature
 - Contractor's name, address, phone number and signature
 - Estimated Cost of the Job
 - Brief Description of work to be done
- 2 copies of the property plat of survey marked to show the planned location of the shed.
- 2 copies of the shed plans showing how the shed is constructed and anchored. This information can be from the manufacturers spec sheets if enough detail is shown.
- Any shed over 100 square feet in size must be placed on a concrete pad and will therefor require approved engineering grading and drainage plans (3 sets) to be submitted with the permit and shed plans.
- A spot survey may be requested when a concrete pad is required to verify the approved location of the shed.

Permit Processing Time / Fees:

- Shed permits are reviewed with all other building permits in the order received.
- Plan review fee must be submitted with the application.
- Fees are \$23.00 per \$1,000 (or increment) of the cost of the project plus a \$100 certificate of compliance fee.
- An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
- The Village can accept payment in cash or check only.

ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →

Shed Installation Requirements:

- Sheds must be placed according to setback requirements in the individual zoning districts. R-3 zoning districts require detached accessory structures (sheds) to be at least 5 feet from any lot line. R-2 and R-1 zoning districts require them to be at least 10 feet from any lot line. In all zoning districts sheds must be placed at least 10 feet from the principal structure (house).

- Shed Size:
 - Sheds over 100 square feet in size must be placed on a concrete pad (engineering required).
 - All smaller sheds shall be anchored using the manufacturers anchoring kit (earth anchors minimum 36”).
 - Prior to digging / installation you must call J.U.L.I.E. at 1-800-892-0123.

Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements.