



Sheds

Residential Permit Application Checklist

Building permits are required for the construction, alteration, repair, addition and removal of structures, including sheds and decks. Application is made at the Permitting Office, 747 Northern Ave, Hagerstown, Maryland 21742 between the hours of 7:30 a.m. – 4:00 p.m., Monday, Tuesday, Thursday and Friday and between 7:30 a.m. – 3 p.m. on Wednesdays.

To expedite the permit review process, please verify the following items are submitted at time of filing for a permit. A building permit is not required for a shed that is 400 square feet or less.

- **Plot Plan of the entire parcel – drawn to scale – to include:**
 - Location of the proposed shed
 - Measurements from the proposed shed to each property line
 - Location of any existing structures (dwelling, decks, pools, sheds, etc...)
 - Location of existing/proposed driveway(s)
 - Location of existing/proposed well and/or septic area

Site Constructed Sheds

- **Two (2) complete sets of detailed construction plans - drawn to scale - to include:**
 - Foot and foundation plan
 - Cross section ($\frac{1}{4}'' = 1'$ minimum scale)
 - Elevations (At least two sides, front view and side view)
 - Square footage total

Prefabricated Sheds

- **Two (2) copies of the proposed shed's sales brochure**
 - Footing and foundation plan required if shed is over 400 sq. ft. (Two copies drawn to scale)
 - Square footage total

Typical list of shed inspections will include: (Note: Approved plans must be on the job site)

Setbacks (verify proper location of shed)

Pier Footers / Footer and Foundation (if shed is over 400 sq. ft.)

Framing (required for site constructed sheds)

Anchors (sheds are to be adequately anchored in four corners to prevent wind uplift and damage)

Final Building (shed has been set in place or construction is complete)

Permit cost will include a **\$65.00** Application Fee and a **\$15.00** Technology Fee.
The Shed Fee is **\$0.10** per square foot of the shed floor plan.

Construction of sheds shall conform to the **(IRC)** International Residential Code. Sheds are not to be used as a garage or for storage of motor vehicles unless provided with a non-combustible floor per section R309.1.

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