

## SHEDS

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### Checklist for Building Permits:

1. Application for permit must be filled out. Please make sure Question #5, "Describe in Detail", is properly filled in.
2. A copy of your property survey must be attached to the application, with the project's amendment(s) drawn on the survey sheet (new project can be hand draw on the survey).
3. Shed Placement must meet the zoning setback requirements. Residential: minimum \*5' from side and rear of property line (\*up to 15' in height).
4. Include plans showing the construction of the shed or submit a brochure from the manufacturer/supplier (top and side views).
5. The owner or contractor is responsible for contacting underground utilities *before* any type of excavating is started. Please call two (2) working days before you dig @ 1-800-962-7962.
6. If the homeowner is doing the project, an affidavit form must be filled out and notarized (both can be done at the Village Clerk's Office). If a contractor is doing the work, they must submit a current Insurance certificate (Workman's Comp & Liability).

### Final Inspection Requirements:

- You must call (315) 635-2481 when the shed is completed, as there is a final inspection required for this project.

Building Permit Cost: Sheds: \$25.00 up to 1<sup>st</sup> \$1000.00,  
\$5.00 per \$1000.00 after that.