



## VILLAGE OF BALDWINSVILLE

### Codes Enforcement Office



16 West Genesee Street  
BALDWINSVILLE, NY 13027  
Phone # (315) 635-2481 Fax # (315) 635-9231

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## SHED PERMIT CHECKLIST

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- ▶ Application for permit must be filled out. Please give a detailed description of the project in the space provided.
- ▶ A copy of your current 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).
- ▶ Shed Placement must meet the zoning setback requirements. Residential R-1 District: minimum \*5' from side and rear of property line. R-1A District: minimum 8' from side and rear of property line. (\*up to 15' in height)
- ▶ Include plans showing the construction of the shed or submit a brochure from the manufacturer/supplier (top and side views).
- ▶ 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.
- ▶ 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 current Insurance certificates (Workman's Comp & Liability).
- ▶ Building Permit Cost: Sheds: \$75.00 up to 1st \$1000.00, \$8.00 per \$1000.00 after that

**Final Inspection Requirements**

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

*Please retain this sheet for your reference*