

## HOW TO OBTAIN A PERMIT FOR A RESIDENTIAL SHED (FOR SHEDS 150 SQUARE FEET AND LESS)

**GENERAL:** This handout covers the general requirements for installation of a shed on your property. Please read this handout in its entirety as all requirements set forth in the City of Largo's Comprehensive Development Code (CDC) and the 2007 Florida Building Code are summarized below. Your application for a shed must meet all of the following requirements under this GENERAL section to be considered complete. Any deviations to the listed requirements will require the applicant to make an appointment with City staff to discuss optional avenues to obtain a permit.

1. Sheds must be 150 square feet or less in area to qualify as a shed. If more than 150 square feet, the storage shed would be subject to development standards of the CDC applicable to the primary structure.
2. Sheds are limited to 10 feet in height. Sheds over 10 feet in height require a variance. Please call the Planning Division (contact information below) for the variance process.
3. Sheds are permitted in the side and rear yards only and may be positioned no closer than three (3) feet to the property line.
4. Sheds cannot be located in any easements.
5. Only one (1) shed is permitted per property.

**REQUIRED INFORMATION:** The following information is required when requesting a permit for a shed.

1. Completed permit application.
2. Projects valued over \$2500.00 require a Notice of Commencement.
3. If acting as your own contractor, complete the Owner/Builder Affidavit.
4. Two (2) copies of survey showing location of proposed shed and distances to property lines.
5. Sheds 50 square feet in area and less do not require sealed Engineered plans but do require two (2) copies of shed plans and anchoring diagram specifying anchor type and depth. (Not applicable for sheds added to mobile/manufactured homes, see note 6 below).
6. Sheds over 50 square feet (or any shed being added to mobile/manufactured homes) require two (2) sets of plans sealed by an engineer registered in The State of Florida. (Customer should verify that engineered plans are available for the specific shed model. In lieu of engineered plans, some sheds may also be approved as a modular building by the State of Florida. Check with the manufacturer of the shed BEFORE you make your purchase).
7. Sheds for mobile homes need a mobile home park authorization letter submitted with the application. Authorization letter shall be on the mobile home parks letterhead.

(OVER)

## **ADDITIONAL INFORMATION:**

**Notice of Commencement.** You will be required to file a Notice of Commencement if the job value is more than \$2500. Florida State Statute 713 requires an owner or his authorized agent to record a Notice of Commencement in the County Clerk's Recording Office at any one of the following locations:

- North County 29582 N US Hwy 19, Clearwater
- Mid County 315 Court Street, Clearwater (main courthouse)
- South County 541 1st Avenue N, St. Petersburg

The costs of filing a Notice of Commencement with Pinellas County are:

- 1 page filing fee \$ 10.00
- additional page filing fee \$ 8.50
- 1 page certified copy fee \$ 1.50
- copies - per page \$ 1.00

The parcel I.D. Number/Folio No. may be obtained from your property tax bill, or by contacting the Property Appraiser's Office at (727) 464-3207. The Notice of Commencement form is available at [www.largo.com](http://www.largo.com).

For additional information see the handout on ***Florida's Construction Lien Law***.

**Owner/Builder Affidavit.** State law requires construction to be done by licensed contractors. If you choose to pull the permit yourself, you will have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F. I. C. A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. For the purposes of this subsection, the term "owners of property" includes the owner of a mobile home situated on a leased lot. To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application.

For construction questions contact the Building department at (727) 586-7488.

For setback and related information contact our Planning department at (727) 587-6749.