

**Town of Sewall's Point Building Department**

One South Sewall's Point Road

Sewall's Point, Florida 34996

Ph: 772-287-2455

**ACCESSORY STRUCTURE
PERMIT APPLICATION**☐ Shed ☐ Detached garage ☐ Tiki hut ☐ Pergola ☐ Gazebo☐ Detached carport ☐ Detached workshop ☐ Other accessory structure

Permit #: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description: _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

PROJECT INFORMATION☐ Commercial ☐ ResidentialSize of accessory structure: _____ x _____ Type of accessory structure: ☐ Prefab ☐ Constructed on site Manufacturer: _____Type of pad: ☐ Concrete ☐ Wood Size of slab: _____ x _____ Footing size: _____ x _____ Anchoring kit: ☐ Yes ☐ No**Existing accessory structures:**Are there any other accessory structures on this property? ☐ Yes ☐ No If yes, how many? _____ Footing size: _____ x _____ Size: _____ x _____

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

Contractor Signature _____

Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is _____ personally known to me or _____ has produced _____ as identification.

Owner or Owner's Authorized Representative Signature _____

Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is _____ personally known to me or _____ has produced _____ as identification.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies



Building Department

CHECKLIST FOR ACCESSORY STRUCTURES (Sheds, Garden Structures, etc.)

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number
- Select type of structure
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Size of accessory structure
- Type of accessory structure
- Manufactured by
- Type of pad
- Size of slab, if applicable
- Footing size, if applicable
- Anchoring kit
- Existing accessory structure(s)
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 1 copy:

- Product Approval for pre-fabricated structures.
- Site Plan or Survey showing the proposed location of the structure.
- Construction plans signed and sealed by a licensed Architect/Engineer.
- Recorded Notice of Commencement for work valued at \$5000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.