



BuildTECH

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Building & Fire Code Consulting & Inspections

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Permit Application Checklist – POLE SHED (Residential Accessory Building Only) **NOT FOR COMMERCIAL USE**

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Required Information:

2 complete sets of the accessory building plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **Site Plan** with the following information:
 - Show size and location of proposed pole shed
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- **Pole Shed Layout Drawings** with the following information:
 - Interior wall location if being developed
 - Window sizes and locations
 - Door sizes, location and swing direction
 - Heating unit/system location (if applicable)
- **Pole Building Construction Checklist** properly filled out **(BEING DEVELOPED)**

When is an Engineer Required?

- Professionally designed sealed engineer drawings are required for the following conditions:
 - When the truss span is greater than 32 feet
 - When the structure supports living space
 - Sloped conditions / retaining wall incorporated
 - When set out in recommendations of a geo-technical investigation

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- One inspection is typically required following the building framing, prior to interior cladding, and ideally when the exterior cladding is complete.
- A follow-up inspection may be required depending on complexity or type of interior finishes.