

# Borough of Doylestown

Department of Building and Zoning

## Permit Application for Shed

### Background:

The Borough of Doylestown requires that prior to any new shed being placed that the property owner shall acquire a Shed Permit from the Department of Building and Zoning, located at 57 West Court Street. There is a \$25 fee for this permit. All construction/repair work shall be done according to the Borough of Doylestown Ordinance specifications.

### When A Shed Permit is Required:

- A Shed Permit is required to install any new shed.

### Process:

1. Complete the Shed Permit Application and bring it to the Borough Zoning and Planning Office at 57 West Court Street with payment in the amount of 25 dollars. Check should be payable to "Borough of Doylestown"
2. The staff will accept your completed permit application. You must attach 2 copies of the site plan. See the list below for what must be shown on the site plan. **Note staff will not accept incomplete applications.**
3. You will be contacted when a decision has been made on your application. Permit review normally takes 7 – 10 days but may be as long as 20 days.
4. Do not begin work until your application has been approved and you have an issued permit in your hand.
5. Once work is complete you must schedule a final inspection to close the permit.

**Check List for Submission - Applicant must fill out checklist marked "A" below. Borough staff will complete checklist marked "S".**

- | <u>A</u>                 | <u>S</u>                 |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed application form.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of \$25 dollars is included.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 copies of the site plan are attached.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows measurement of distances from property lines to shed and shed to buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows all structures on the site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows all property lines, easements, rights-of-way and dedications.               |
| <input type="checkbox"/> | <input type="checkbox"/> | Site plan shows the proposed location, length, and width of the shed.                       |

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Hours of Operation  
Monday - Friday  
8:30 a.m. – 4:30 p.m.

## PROPERTY INFORMATION:

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address: _____	

## CONTRACTOR'S INFORMATION:

Company Name:	Phone:
Company Address:	Email:
Contact Name :	Contact Phone:

## SITE CHARACTERISTICS:

Zoning District:		
Shed Dimensions height: (May not exceed 8 feet) (May not exceed 100 square feet)	Distance from shed to closest property line: (Must be at least 2.5 feet)	Shed is made of  (please circle)
Length:    Width:    Height:		Material: wood    metal    composite other:

## APPLICANT SIGNATURE:

_____	<b>Date:</b>
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## APPLICATION PROCESSING RECORD (Borough Office Use Only)

Date Received:	Amount Paid:	Check Number:
Payor:	Received by:	

Zoning Officer:	Date of Zoning Review:
Permit is:    Granted                      Denied                      Other:	
Reason/Comments/Conditions:	_____
	_____
	_____
Zoning Officer Signature:	_____
Applicant Notified by:	_____ On Date:
Permit Number Issued:	_____ On Date: