# 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 the property owner shall acquire a Shed Permit from the Department of Building and Zoning, located at 10 Doyle Street.

Although most buildings are subject to property line setback requirements and other bulk dimensional requirements, certain small, residential sheds are permitted to have some flexibility in placement.

1. The minimum rear yard and side yard(s) shall be 2 1/2 feet, provided that the maximum area shall not exceed 100 square feet, the maximum height shall not exceed eight feet; only one such storage shed shall be permitted on any property, and such storage sheds shall not be located closer to any street than the rearmost wall of the principal building.

2. No storage shed shall be permitted within the required front yard on any property nor shall any storage shed be located closer to the front yard of any abutting property than as the yard requirements of the applicable zoning district may otherwise require.

3. As to attached storage sheds or those with a height greater than eight feet or area larger than 100 square feet, the front, rear and side yard setbacks of principal and accessory buildings within the applicable zoning district shall govern.

**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 10 Doyle Street with payment. There is a $25 fee for structures 100 Sq. Ft. or less and the fee for structures over 100 Sq. Ft. is $100.00 + 0.05/sf or 1% of total construction cost, whichever is greater + $4.50.  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 -**

- Completed application form.
- Payment for permit fee.
- 2 copies of the site plan are attached.
- Site plan shows measurement of distances from property lines to shed and shed to buildings.
- Site plan shows all structures on the site.
- Site plan shows all property lines, easements, rights-of-way and dedications.
- Site plan shows the proposed location, length, and width of the shed.

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**PROPERTY INFORMATION:**

| | |
|---|---|
| Property Address: | Tax ID Number: |
| Property Owner Name: | Owner Phone: |
| Property Owner Address: | |
| Email Address: | |

**CONTRACTOR'S INFORMATION:**

| | |
|---|---|
| Company Name: | Phone: |
| Company Address: | Borough Registration # |
| 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: |

**Are there any additional accessory structures or sheds located on the property:    yes    or    no**

**APPLICANT SIGNATURE:**

| | |
|---|---|
| | **Date:** |

**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: |