



## TOWN OF HAVERHILL

### PERMITTING AND LICENSING DEPARTMENT

4585 Charlotte Street, Haverhill, Florida 33417 | 561-689-0370 Ext. 2

**Please email to: [permits@townofhaverhill-fl.gov](mailto:permits@townofhaverhill-fl.gov) or drop off in person**

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## Storage Shed/ Accessory Building Application Checklist

- ☐ Building permit application form, signed & notarized by both owner and contractor.
- ☐ Property Appraiser Detail from [www.pbcgov.com/PAPA](http://www.pbcgov.com/PAPA)
- ☐ HOA approval (if applicable)
- ☐ Recorded NOC for a value of \$5,000 or greater
- ☐ Marked up survey: showing location setbacks and dimensions from property lines of proposed structure to scale.
- ☐ Engineering drawing of structure. (signed and sealed plans by a Florida professional for structures above 144 sq. feet)
- ☐ Located within 10' of main building.
- ☐ Less than 15' tall (maximum 8' if in setback)
- ☐ Less than 40% of main building.
- ☐ No kitchen or toilet
- ☐ Color to match main building.
- ☐ 5' setback (or min. side/rear setback if above 144 sq. feet)
- ☐ No existing accessory structure. (one per lot)
- ☐ This document completed.

**REQUIRED REVIEWS.**

1. *Building Code review.*
2. *Zoning review.*

**Permit card will be issued to include the following inspections:**

- Footing inspection
- In progress inspections (for structures above 144 sq. feet)
- Building Final Inspection

The Applicant understands and agrees that all work must demonstrate compliance with current codes and standards.

**AFFIDAVIT OF COMPLETENESS AND ACCURACY**

**To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner/Builder.**

**Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Address:**

\_\_\_\_\_

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the assessment of additional fees, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by the Town of Haverhill to process this application.

Check one: I am the ☐ Contractor ☐ Authorized Signatory of the Contractor  
☐ Owner/Builder.

\_\_\_\_\_  
Name (Type, Stamp, or Print Clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

## **Haverhill, Florida - Code of Ordinances Chapter 58 - ZONING**

### **Sec. 58-331. - Accessory buildings and storage sheds.**

(a) Location and other requirements of accessory buildings. In residential districts, all accessory buildings and structures, except accessory dwelling units, that are intended to serve an accessory use, shall be erected in accordance with the requirements of this section, notwithstanding the provisions of section 58-312 regarding accessory uses. In all zoning districts, no garage, tent, trailer or other accessory structure shall be erected or used for residential purposes, prior to, concurrently with or subsequent to the construction of the principal building. Accessory buildings permanently affixed to the ground, including, but not limited to, detached garages, utility buildings and storage sheds, shall be limited to one building for each lot (except that greenhouse, cabana and gazebos may be permitted in addition to garage, carport, storage sheds and utility building); and

(1) Shall be located to the rear of the principal building on interior lots and, in the case of corner lots, accessory buildings shall be located in the quarter section of the lot furthest removed from abutting frontages;

(2) Shall be located a minimum of ten feet from the principal building;

(3) Shall not exceed the height of the house or 15 feet, whichever is less, except that in the case of a principal building having a flat roof, the height of the accessory building may be six feet above the height of the house provided it is no higher than 15 feet;

(4) Shall not be located within any required yard setbacks nor shall any accessory use be permitted in the front yard;

(5) Shall not exceed more than five percent of the total square feet of the lot, provided that the building shall not exceed 40 percent of the footprint of the principal building, or have a footprint exceeding 1,000 square feet, whichever is less;

(6) Shall not have a kitchen or toilet, and the eaves on any structure or building shall not overhang any easement or right-of-way or exceed the setback lines by more than two feet;

(7) Shall incorporate design and color schemes compatible to the principal building, and the town may require enhanced landscaping to accompany the accessory building;

(8) For any utilities serving the accessory building, they shall be underground; and

(9) Shall meet all other applicable site development and zoning regulations including maximum lot coverage requirements.

(b) Utility buildings and storage sheds in setbacks. In all residential zoning districts with lots not exceeding 10,000 square feet, one accessory building used for storage (utility building or storage shed) may be permitted within the setback of the rear yard area of each lot, which, for purposes of this section, is defined to be that area between the primary building and the rear lot line, subject to the following restrictions:

(1) The minimum setback from the side and rear lot line shall be five feet;

(2) The maximum height shall be eight feet; and

(3) The size shall not exceed 144 square feet.

All other accessory buildings used as utility buildings or storage sheds, that do not meet the foregoing requirements in this sub-section, shall comply with the requirements of sub-section (a) above.

(c) Corner lots. On corner lots bounded on two opposite sides by streets, accessory buildings shall not be located in either front yard, regardless of which side is actually considered the front yard.

(d) Construction shanty or trailer. A well-built frame shanty or trailer to be used for storage, tool shed and job office is permitted as part of a contractor's equipment during the construction of a building or structure. Such shanty or trailer, together with all construction materials and equipment, shall be located on the plot upon which the construction is taking place. At the completion of the work, or upon its discontinuance or abandonment, the shanty or trailer shall be dismantled or removed from the premises. In the use of trailers as construction offices or shanties during hurricane season, it is required that they be anchored by guy-wires in such a fashion as to withstand hurricane force winds and that a permit certifying to such proper anchorage be issued by the building official prior to such placement of the trailer. Notwithstanding the foregoing, a construction shanty or trailer shall not be permitted to remain on any lot for more than six months unless the lot is part of an approved subdivision plan pursuant to Chapter 54.

(Ord. No. 338, § 1, 8-12-04; Ord. No. 368, § 1(Exh.A), 8-28-08; Ord. No. 434, § 2(Exh. A), 11-19-15; Ord. No. 455, § 2(Exh. A), 7-26-18)