



BUILDING DEPARTMENT

156 South Lake Avenue
Groveland, FL 34736
Phone: (352) 429-2141
Fax: (352) 429-3852

Shed Permit Checklist

Please read carefully

Completed application (original & 2 copies)
Homeowner Association approval document.
To expedite the permitting process, please have a copy of your property records card available. Your property records card can be found on the internet at www.lakecopropappr.com . After agreeing to the terms of the website click on <i>Property Search</i> and enter your address. If you have any trouble locating your property records card, please let us know. Our staff is here to assist you.
Notice of Commencement if over \$2,500.
Site Plan or Survey showing the location of the shed and the distances from property lines (2 copies). This site plan or survey must also indicate the height of the shed. Maximum of 320 sq ft and maximum of 15 feet in height for residential properties. Commercial properties must submit a Planning & Zoning Application for Site Plan approval.
Homeowner Association approval document if in a subdivision with a HOA
Licensed Contractor if not by Owner Builder
Owner/Builder Disclosure Statement if work is being done by an owner/builder.
Proof of D.C.A. approval if pre-manufactured
A complete set of construction plans signed and sealed by an engineer if built on site (or hand drawn plans).
During the construction process, your permit must be posted on the front door; window or place easily visible from the road, protected from the weather and be accessible at the time of inspection.
Please call for a final inspection within 7 days of completing your work.

Please Note: Our checklists are tools we provide to assist our customers in expediting the permitting process. If you have any trouble with locating documents or complying with a checklist item, please let us know. Our staff is here to assist you and make the process of receiving your permit as simple as possible.