

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE
SHED/ACCESSORY BUILDINGS**

Completed Permit Application. All relevant information must be provided. This includes, but may not, be limited to, customer/contractor information, flood zone, finished floor elevation, square feet, (estimated costs, subcontractors information must be provided on permit application.

☐ Permit Application – signed by the licensed contractor-if a contractor is hired the licensed contractor, electrical, mechanical, plumbing and roofing subcontractors must be listed at the time of application and must be registered with the Building Department.

☐ Owner/Builder Disclosure – this is required when an owner is obtaining a permit- If you apply as an owner/builder, the building must be for your own use and occupancy and may not be for sale or lease. If you sell or lease the building you have built as an owner builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103 (7).

☐ Warranty Deed - One copy of a recorded warranty deed and/or Property Appraiser verification of owner.

☐ Surveys – Two (2) surveys indicating existing structures as well as the dimensions and setbacks of the proposed structure from existing structures and property lines. (All setbacks must comply with the Land Development Code Dimensional Requirements-See table below).

Shed Size (Sq. Ft.)	Required Setbacks (Based on Zoning Designation)
300 or less	Permitted 5 feet from rear property line and any other structures. May not be over 12' in height.
Over 300	Must meet the same setback requirements as the primary structure.

Zoning Designation	Front	Rear	Side
R-1	30' – 35' **	30'	10'
R-2	30'	20'	8'
R-3	25'	20'	7.5'

** - For lots fronting Riverside Drive front yards on secondary streets shall be 35 feet.

☐ Construction Drawings – Two (2) sets of signed and sealed construction drawings (if applicable). *NOTE: If the construction drawings show options, applicable options shall be clearly indicated. All other options shall be marked as N/A.*

☐ Manufactures Specifications – Two (2) copies of the Manufacturers Installation Manual (pre-fabricated sheds only).

☐ Notice of Commencement – a certified copy of the recorded notice of commencement is required for any job \$2500.00 or greater prior to the first inspection - it is not required to submit for the permit.

☐ Completed Roll-Off Dumpster Form

☐ DBPR & Volusia County License Check

Taken in by: _____

Date: _____