

# INFORMATION NEEDED FOR SHED OR GARAGE PERMIT APPLICATION



The following must be submitted to the Inspector for approval:

- ▶ A completed **Building Permit Application**.
- ▶ A **detailed drawing/drawings of the structure**, in 1/4" scale, including materials, dimensions and elevations. The maximum shed size is 250 sq. ft. No metal or vinyl structures are allowed.
- ▶ One of the following:
  - A current **survey map** showing lot lines and the proposed location of the shed (rear yard only) or garage, as well as all other structures on the property (pools, decks, etc.); or
  - An existing survey with the lot lines located and the proposed shed/garage shown; or
  - A drawing/plot plan for the property with the shed located, and written approval from affected neighbors, approving the location of the shed and lot line.

**FEES:** Shed permit fee: \$55 up to 150 sq. ft. Sheds larger than 150 sq. ft. also require a \$60 Plan Review fee.  
Garage permit fee: 26¢ per sq. ft., plus \$60 Plan Review fee.

*Note: The approval process may take up to two weeks dependent on workload; however, information and plans/drawings must be complete for the review process to begin. Please provide a complete set of drawings/plans and all requested information with the Building Permit application. **Failure to provide the required info will cause delays and possible rejection of permit application.** Building Permits are valid for one year. Work must begin within 6 months of issuance of permit.*

**Sussex Building Inspection Department**  
**Sussex Village Hall, N64 W23760 Main Street**  
**Office Hours: M-F, 8:00 AM to 9:30 AM**  
**(262) 246-5212**  
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