



CITY OF WEST PARK

SHED~ACCESSORY STRUCTURE CHECKLIST

Required Permit Applications:

- [Building Permit](#)
- [Electrical Permit](#) (if installed)
- [Plumbing Permit](#) (if installed)
- [Calculation of Impervious area](#)

Permit Review Stops:

- Structural
- Zoning
- Electrical (if installed)
- Plumbing (if installed)

Minimum Plan Submittal

- Two (2) sets Site Plan showing the proposed structure and the setback dimensions to all property lines. This may be omitted if represented on the Surveys submitted.
- Two (2) Surveys signed and sealed originals or two (2) copies with a completed [Zoning Affidavit](#).
- Signed and sealed Plans by a Florida Licensed Architect/Engineer
- All required product approvals
- Completed [Special Inspector Form](#), completed by a Florida Licensed Engineer, if File are required.
- Utility Easement Release Forms

Pre-manufactured Buildings:

- Two copies of Florida Department of Community Affairs (DCA) Plans or two copies of product approval.
- Two copies of signed and sealed site specific plans showing tie down (anchoring).

Onsite Construction:

- Two complete sets of construction plans signed and sealed by an Architect or Engineer. Plans must include all construction details.
- A roof permit (see roof permit package for details)
- Product approvals for all openings (Windows/Doors)

Check made payable to City of West Park for \$150.00 for Zoning.

*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.