

HOW TO OBTAIN A

SHED PERMIT

HOW TO OBTAIN A SHED PERMIT (RESIDENTIAL)

Step #1: REVIEW ORDINANCE REQUIREMENTS

- a: Non-attached structures: accessory structures, including sheds, standing apart from the principal structure are permitted between the rear wall of the principal structure and the rear property line but must be at least 10 feet from principal structure. No living quarters are to be located in accessory structures.
- b: Height limit maximum is 2 stories, but not over 25 feet.
- c: Permitted only in the side and rear yards. A corner lot, (a property bounded by streets or alleys on two sides) has 2 front yards and 2 side yards. A triple frontage lot (bounded by three streets or alleys) has a front yard for each street the property is bounded by and the remaining yard is a side yard.
- d: Accessory structures/sheds may not be placed within any easements or right-of-ways for sewer or stormwater purposes (information regarding easements and right-of-ways is generally referenced on a property's deed).
- e: Setbacks: accessory structures/sheds must be at least 10 feet from the rear property line and a combined total of 8 feet or more away from the side property lines. The closest distance to a side property line an accessory structure/shed can be located is 3 feet.
- f: Accessory structures/sheds can be of any material as long as they are properly maintained and in adequate condition.
- g: Lot coverage is dependant on the property's zoning. A stormwater management fee of \$1/sq.ft. will be charged for the size of the accessory structure/shed. Should the addition of the accessory structure go beyond the permitted lot coverage a zoning hearing is required and a stormwater study maybe necessary.

Step #2: COMPLETE APPLICATION (reference attached)

Step #3: PREPARE A PLOT PLAN ON THE BACK OF THE APPLICATION OR ON A SEPARATE SHEET OF PAPER

Step #4: SUBMIT THE APPLICATION AND PLOT PLAN TO THE DALLASTOWN BOROUGH OFFICE

- a: A completed application will take approximately 1 day to process.
- b: The cost of the permit is dependant on the cost of the project. Base fee is \$10.00 for the first \$1000.00 of work. Every thousand after that is an additional \$2.00. The stormwater fee is an additional charge. (example: shed cost \$1500; 80 sq.ft. in size – permit cost: \$12+\$80= \$92.00 made payable to Dallastown Borough)
- c: If electrical service is installed, the permit cost is increased by \$42.00. This is a separate fee you will submit to Dallastown Borough, but, the check is to be made payable to York Township. You will need to schedule an electrical inspection with Susquehanna Inspections Agency at 741-4044. You will need to provide them at least one day's notice to schedule the electrical final-inspection.
- d: All fees doubled if work is started without a permit.

Step #5: POST PERMIT CARD IN A FRONT WINDOW OF THE HOUSE WHERE IT CAN BE SEEN FROM THE STREET

Step #6: INSTALL SHED – PERMIT VALID FOR 9 MONTHS

Step #7: RETURN PERMIT CARD WHEN PROJECT IS COMPLETE

*the above stated are only guidelines and are subject to all applicable provisions of the borough's codes and ordinances.



PERMIT # _____

DATE _____

APPLICATION FOR PERMIT

DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN, PA 17313

TELE: 717-244-6626 • FAX: 717-244-1076 • www.dallastownboro.com

ZONING

BUILDING

ELECTRICAL

OWNER

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTRACTOR

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

ADDRESS/LOCATION OF PROPERTY _____ LOT # _____

SUBDIVISION _____ TAX MAP _____ PARCEL# _____ COO#-MOO# _____

EXISTING USE _____ PROPOSED USE _____

NEW IMPERVIOUS AREA (GROUND COVER ONLY, NOT TOTAL OF ALL FLOORS):

BUILDING/ADDITION _____ SQ.FT. + GARAGE _____ SQ.FT + DRIVEWAY _____ SQ.FT. =
TOTAL _____

STORM-WATER MANAGEMENT FEE* = TOTAL _____ SQ.FT. X \$1.00 PER SQ.FT. =
\$ _____

*upto 999 sq.ft. pay \$1.00/sq.ft; 1000+sq.ft. storm-water study required

DESCRIPTION OF PROPOSED WORK: _____

ESTIMATED COST OF WORK: _____

SIGNATURE

DATE

WORK PHONE #

CELL PHONE #

HOME PHONE #

The above signed applicant hereby makes application for a building permit under all applicable ordinances of Dallastown Borough and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The actual work will be performed in accordance with the above, and it is reasonably expected that the work authorized hereby will begin within three (3) months. This permit can be revoked if its issue violates the zoning ordinance or work does not begin within the specified time period.

*Attach plot plan/drawing permit cost \$ _____

---plot plan---