

## **PROCEDURE FOR FILING AN APPLICATION FOR A SHED PERMIT**

A permit is required for the construction, installation, or alteration of any shed.

**This application is to be used only for the installation of sheds on residential properties containing one or two family dwellings. It is not to be used for any shed that has a foundation other than a stone base for drainage or blocks for leveling purposes, and it is not to be used for any sheds on properties containing multifamily or commercial uses.**

All applications for a shed permit **MUST** be approved by the Board of Architectural Review **PRIOR** to the issuance of a permit. Said Board of Architectural Review meets on the **1ST AND 3RD TUESDAY** evening at 8:00 P.M. with the exception of July and August when they may only meet once during each of those periods.

All applications must be reviewed by the Building Inspector for compliance with the applicable Building Codes and Zoning Ordinances prior to placement on the B.A.R. agenda. You will be notified by the Building Inspector when to attend the B.A.R. meeting.

The application shall be filled out completely and legibly with three sets of plans containing the following information:

1. Structural and elevation drawings of the shed. Literature and cut sheets from the manufacturer which show the floor plan, framing plans, dimensions, elevations and colors are sufficient for shed applications. However, plans stamped and signed by an architect or engineer are required for custom built sheds.
2. Survey of the property and the structures thereon showing the location of the proposed shed.
3. Topographical information (only required if the grade in the yard exceeds 25%).
4. Photographs of the site where the shed is proposed; minimum of three taken from different angles.
5. One photograph showing the front of building and/or property.
6. One photograph of each neighboring property that the shed will impact.
7. All plans shall be drawn in a professional manner so as to comply with the New York State Education Law.
8. The complete address and telephone number of the applicant, property owner, architect, engineer, and contractor. Note: If the applicant is not the owner, a letter of permission from the property owner is required.
9. The contractor's certificates of insurance for Worker's Compensation, General Liability, and Disability Insurance showing the Village of Ardsley as Certificate Holder, and a copy of the contractor's Westchester County Home Improvement License.
10. Compensation waiver form if the property owner is acting as contractor (contact building department).
11. The application must be accompanied by the **REQUIRED \$125.00 PERMIT FEE.**

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A. Failure to comply with the above may result in unnecessary delay in the consideration of your application by the Building Inspector and/or Board of Architectural Review.

B. The Building Department will not accept any application that does not include all of the foregoing.

C. The applicant or a representative is **required to** attend the Board of Architectural Review meeting.

D. Upon denial or amendment by the Building Inspector or Board of Architectural Review, the applicant may appeal in person at the next regular scheduled meeting of the Zoning Board of Appeals.

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**IF YOU WILL BE USING VEHICLES IN EXCESS OF 10 TONS MORE THAN ONCE IN A SINGLE WEEK, YOU MUST FILE A BOND AS PER ARDSLEY VILLAGE CODE, SECTION 190-14.**



Use of Building\_\_\_\_\_Number of Families\_\_\_\_\_Lot Area\_\_\_\_\_

Dimensions of Shed\_\_\_\_\_Type of Shed (Wood, vinyl, etc.)\_\_\_\_\_

Location of shed on property (ex: rear yard, side yard, etc)\_\_\_\_\_

Distance from front line\_\_\_\_\_ft. Distance from right side line\_\_\_\_\_ft.

Distance from left side line\_\_\_\_\_ft. Distance from rear line\_\_\_\_\_ft.

**Note: Sheds are not permitted in front yards. Sheds must be placed a minimum of 3 feet from the side and rear property lines.**

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Who will supervise the work:\_\_\_\_\_ (contractor, builder, architect, etc.)

Architect (print name)\_\_\_\_\_ Phone #\_\_\_\_\_

Address of architect:\_\_\_\_\_ License #\_\_\_\_\_

City: \_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Engineer (print name)\_\_\_\_\_ Phone #\_\_\_\_\_

Address of engineer:\_\_\_\_\_ License #\_\_\_\_\_

City: \_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Contractor (print name)\_\_\_\_\_ Phone #\_\_\_\_\_

Contractor Address:\_\_\_\_\_ City: \_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Westchester County Home Improvement License #\_\_\_\_\_ Expiration date\_\_\_\_\_

<b><u>TYPE OF INSURANCE</u></b>	<b><u>POLICY #</u></b>	<b><u>EXPIRATION</u></b>	<b><u>INSURANCE COMPANY</u></b>
Workmen's Compensation	_____	_____	_____
Disability Benefits Insurance	_____	_____	_____
General Liability	_____	_____	_____

**NOTE: Applicant must furnish Certificates of Insurance evidencing the above coverage prior to issuance of permit.**

**I WILL BE USING VEHICLES IN EXCESS OF 10 TONS. YES\_\_\_\_\_ NO\_\_\_\_\_**