



## Legislation Text

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**File #:** 18-779, **Version:** 1

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**TO:** Honorable Mayor & Members of the North Port Commission

**FROM:** Peter D. Lear, CPA, CGMA, City Manager

**TITLE:** Permitting fees and processes for small garden/storage sheds

### **Recommended Action**

Discussion and possible action relating to relief from permitting fees and processes for small garden/storage sheds.

### **Background Information**

Residents have expressed frustration with the process, requirements and costs involved with placing a shed on their property. Attachment 1 is the Current Permit Application Package. It is basically a one-size fits all approach, which in many cases makes it cost prohibitive for someone to install a simple garden/storage shed.

#### **The process currently in place for all type shed permits, no matter what the size is:**

- Complete a Building Permit application
- 4 current copies of survey showing existing structures and size of shed (Four new site plans showing the location of the proposed shed). If homeowner doesn't have a survey they would incur an expense to get one.
- Engineered drawings (means copy of the DCA/DBPR (engineering approval agencies) that shows how the structure is constructed and should be anchored to the earth). This could be additional expense if one is not provided with a shed.
- A right of way permit (required to check to see if there was any damage to the swales when the shed was delivered).
- Requires three inspections

#### **The base fees for a shed permit are:**

- \$20.00 Building Administrative fee: (plans and shed specifications are provided to the permit tech at the front counter for processing thru other departments as needed).
- \$20.00 Building Permit Fee: (Plans Examiner reviews the documentation provided to confirm that all minimum building codes are met. Documents are then forwarded to the Zoning and Public Works (P/W) staff for their review. Once Zoning approves the location of the shed (checking for setbacks, septic location, drainage fields, and easements.) it is forwarded to the Zoning plans examiner for their review. Once all the specification are reviewed, plans are stamp, approved, and given back to the permit tech for

processing.

- \$.30 State education fee
- \$4.00 for the state DBPR
- \$5.00 conv. Fee - (special assessment fee paid to the building division)
- \$20.00 Zoning plan review fee: (received from Building Plans Examiner, review for setbacks, septic location, and drainage fields. If approved, given to P/W Plans Examiner to process and forward to Building Plans Examiner to review and forward to the Permit Tech for processing)
- \$50.00 Public Works plan review fee: (review for any P/W easements, then forwarded to Building Plans Examiner)
- \$55.00 Public Works field inspection fee: (Inspect for any damage to right-a-way and drainage)

**\$174.30 Total** (does not include homeowner's expense, if applicable, for survey and engineered drawings)

The current process and associated fees do not allow for a streamline and low cost process for small scale prefabricated sheds and those which would not require traversing the right of way.

Through the City Manager I inquired with the building official if it were possible to eliminate permit requirements for sheds under 200 sq. ft. (a threshold referenced in residential code). Per the Florida Building Code that is not possible however, there are some ways to streamline the process under a certain size and reduce fees.

Proposed changes are feasible whereby:

- Sheds under 200 sq/ft will be the only sheds effected
- If the shed is of the prefabricated type (metal or plastic) and can be delivered in a box to the driveway, then a right of way permit may not be needed.
- A Health Departments septic site plan could be used for the site plan for the shed (cost savings for homeowner)
- Standardize ground attachment for sheds that do not supply them with their package. This will apply to the plastic and metal sheds from the big box stores.

These changes can reduce the time and amount of inspections.

My proposal is for Commission to provide direction for staff to bring a revision to the cost and permitting process applicable to garden/storage sheds.

### **Strategic Plan**

None

### **Financial Impact**

Any changes in permit fees will adjust the revenue received by the City.

**Procurement**

None

**Attachments:**

1. Current Shed Permit Application Package
2. Email response to inquiry

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