Shed Construction

A **Project Checklist** for Homeowners & Contractors

The majority of building applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

Type of Permit – One of the two below will be required

- **Zoning Permit:** Sheds 120sqft or less and do not exceed 10ft in height.
  - See figure 1.1 for Example site plan to be submitted.
- **Building Permit**: Manufactured or constructed shed more than 120sqft.

Shed Requirements

a. Read through this **Project Checklist**.
b. Check with HOA first to identify restrictions or requirements for your neighborhood.
   a. HOA may require additional permitting for the association prior to applying with the Town.
   b. Call 811 for utility locates before digging or anchoring.

c. Complete **SAFEbuilt Accessory Structure Building Guide** Required documents for your project.
d. Register on our online permitting software Community Connect.
   a. *Link located on Homeowners Page on the Town of Wellington website.*
      i. *Residents register as a Community Member for free.*
      ii. *Contractors must be licensed with the Town prior to accessing Community Connect account.*

e. Complete Online Application in Community Connect.
   a. Permit Type *'**Pole Barn & Shed' (Building Permit)*** Category ***'Residential Alteration'***
   b. Permit Type **' Shed Zoning Permit'** ***(Zoning Permit)*** *Category* ***'Zoning'***
f. Upload **SAFEbuilt Accessory Structure Building Guide page 3** required documents to the application & submit.

Required Documents to upload/ include in your Online Application:

- ☐ Site or Plot Plan - 1.1 for Example Site Plan
- ☐ Pre-manufactured specifications showing compliance with local design criteria.
- ☐ Complete **SAFEbuilt Accessory Structure Building Guide Page 3** – Construction Details

Permits are valid for 180 days.

Local Design Criteria:

The Town of Wellington has adopted the 2018 International Residential Code with local amendments. All items below are reflected and noted in the adoption.

Table R301.2(1) Climatic and Geographic Design Criteria											
Ground Snow Load	Wind Design		Seismic Design Category	Subject to Damage From			Winter Design Temp	Ice Barrier Required	Flood Hazard	Air Freezing Index	Mean Annual Temp
	Speed (MPH)	Topographic Effects		Wintering	Frost Depth	Termite				1000	45 Degrees F
30 PSF	115	NO	B	Severe	30in	Slight to Moderate	1	Yes	*		

Drafting a Detailed Site Plan:

A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines.

Drawing Must include:

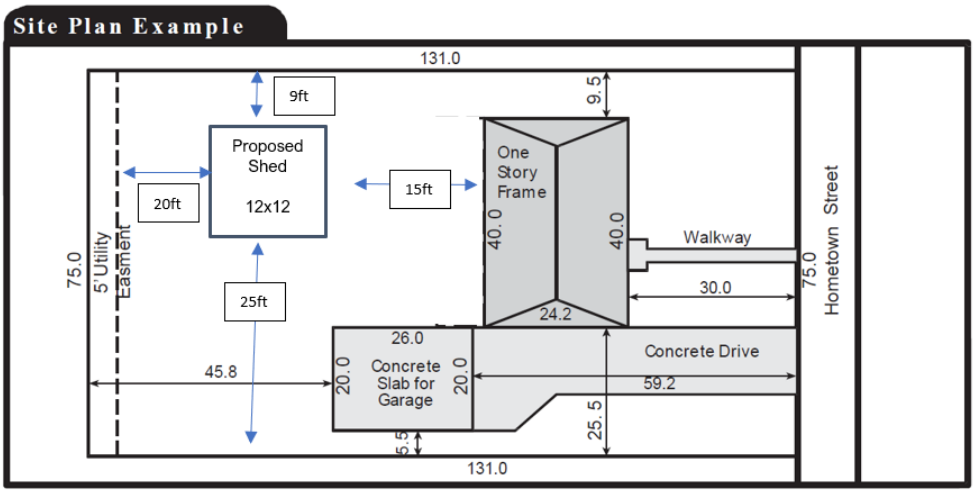
- Directional arrow orientation of parcel
- Street Names
- Property lines
- Primary residential structure
- Existing structures on property. E.g., Existing shed, fences
- Existing concrete slabs or sidewalk
- Proposed Shed location

Site Plan Example:

Draft a drawing of the proposed improvements to given lot.

This will need to be uploaded to your Permit Application when applying on Community Connect.

Figure 1.1



Inspections:

A typical accessory structure project will require the following inspections:

Constructed shed

1. Setbacks
2. Footings
3. Frame/Rough Inspection: This inspection is made after the roof, all framing, bracing, and fasteners are in place. If installing electrical components, a rough electrical inspection will be required.
4. Final Building Inspection**:** Made AFTER the structure is completed.

Manufactured shed

1. Setbacks
2. Final Building Inspection**:** Made AFTER the structure is completed and will include inspection of the anchoring system. Manufactured specifications to be onsite at time of final inspection

Setback Requirements:

Setback Requirements adopted in the 2022 Land Use Code Effective April 25th, 2022. Refer to the towns Zoning Map located on the Towns Planning Webpage to determine your Zone.

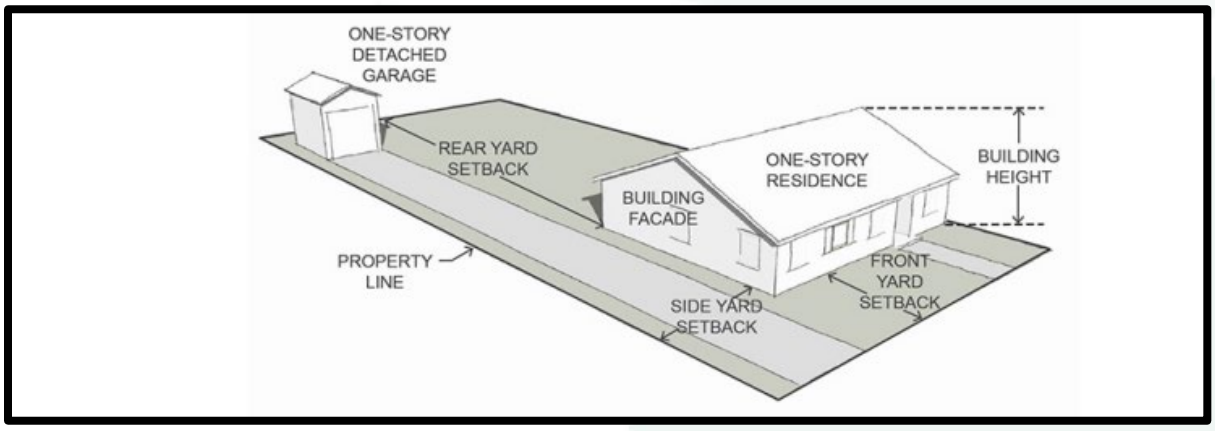
Figure 1.2- Town of Wellington Setback Chart

Zones	A	R-1	R-2	R-3	R-4	MH
Minimum Side Yard (Corner Lot)	20 ft.	20 ft.	15 ft. on nonentry side of corner lot	15' on nonentry side of corner lot	15' on nonentry side of corner lot	15' on nonentry side of corner lot
Minimum Rear Yard	20 ft.	20 ft.	20 ft.	15 ft.	15 ft.	10 ft.
Minimum Rear Yard to Rear Entry Garage	20 ft	20 ft.	20 ft.	20 ft.	20 ft.	20 ft.
	Accessory Building and Detached Garage Setbacks					
Minimum Front Yard	60 ft.	60 ft.	35 ft.	35 ft.	35 ft.	25 ft.
Minimum Side Yard	20 ft.	20 ft.	7 ft.	7 ft.	5 ft.	5'
Minimum Rear Yard	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.	5 ft.
	Deck and Patio Cover Setbacks					
Minimum Rear Yard	1 du	10 ft.	10 ft.	10 ft.	10 ft.	10 ft.

Setback Definition:

A setback is the minimum distance from the property line that a structure can be built.

Figure 1.3



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Construction Elements to Consider when completing the **SAFEbuilt** **Accessory Structure Building Guide Page 3** – Construction Details

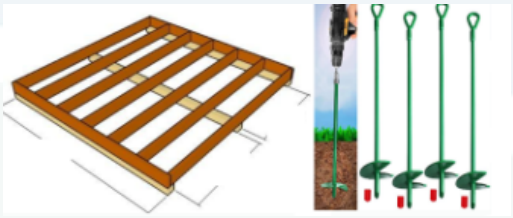
Determine Type of Shed:

Choosing the right style of shed for you is important as the style will dictate not only the appearance but also how much room you will have for storage. Types of sheds will also help shed water to approved drainage and away from existing structures.

Item 1: Lay a Foundation

Example Image

The floor/ foundation that you decide to use for your shed will play a large role in how you are able to use it. Certain materials will be able to hold heavier weights than others will. Foundation options: Concrete Slab, Deck Blocks or skid. All installed with approved anchor system.



Item 2: Floor Frame Construction- Exterior boards, Floor Joist & floorboards

Example Image

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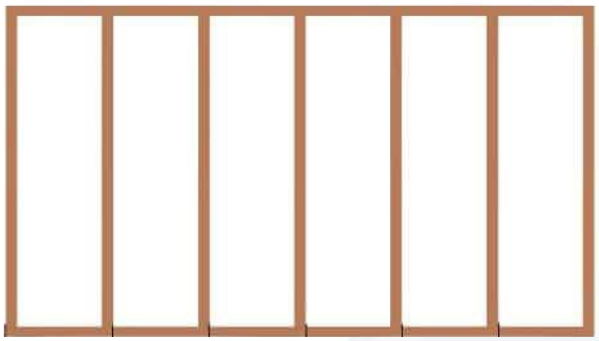
Construction Elements to Consider when completing the **SAFEbuilt Accessory Structure Building Guide Page 3** – Construction Details Continued

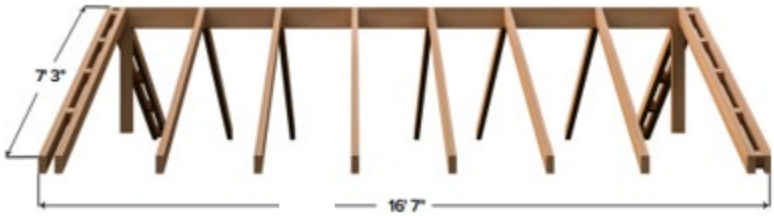
Item 3: Frame Walls – End walls & Side walls

Example Image



Item 4: Frame the Roof – Construction of Trusses / Rafters.

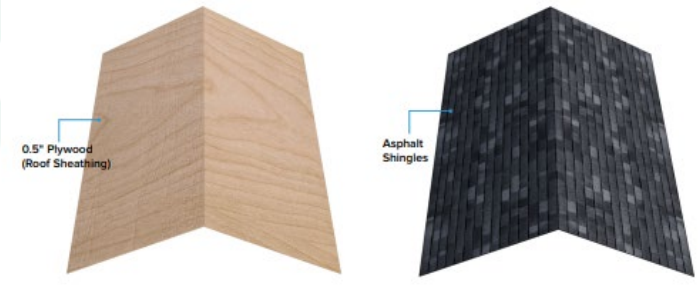
Example Image



Item 5: Install Sheathing, Roofing and Fascia

Example Image

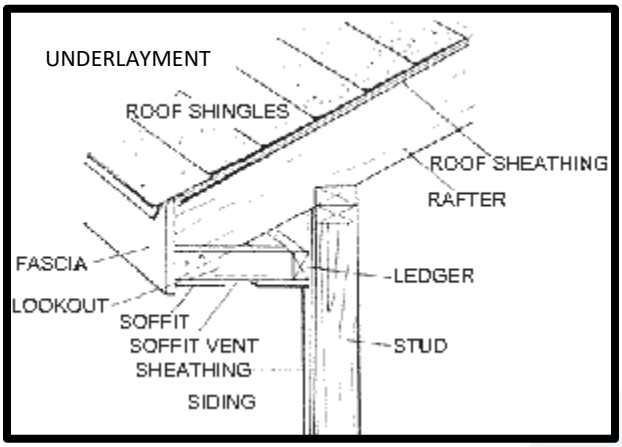
Plywood or OSB is often the material used For roof sheathing.



Construction Elements to Consider when completing the **SAFEbuilt Accessory Structure Building Guide Page 3** – Construction Details Continued

Item 6: Install Soffits & Siding

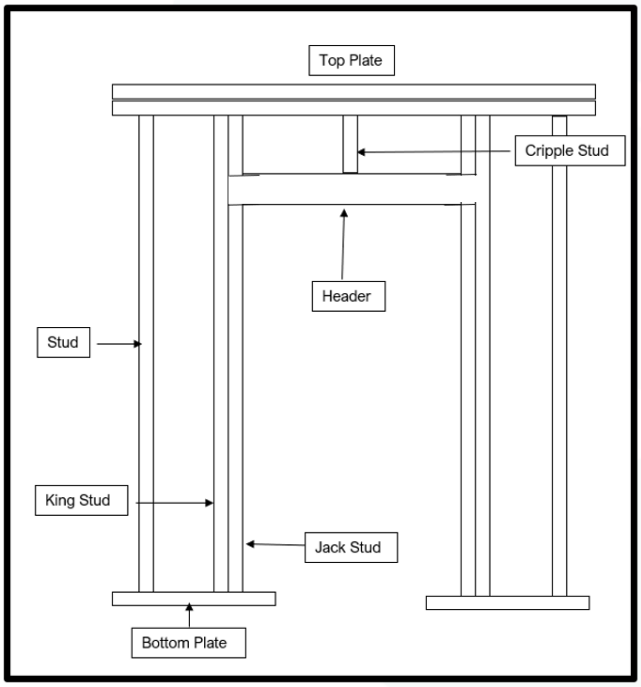
Example Image



Siding aims to protect your sheds structure from the climatic elements. Consider cost, durability, lifespan, aesthetics, as well maintenance when selecting the siding material for your shed.

Examples of Siding: Manufactured Siding, Engineered Wood, Metal, Natural Wood,

Item 7: Installation of Doors/Windows – Reference **SAFEbuilt Accessory Structure Building Guide Page 3** – Construction Details



Why do I need a permit?

Protects property values
Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money
Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Improves resale
Listing associations require owners to disclose any home improvements or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to remove the addition, leave it unoccupied or perform costly repairs.

Improves safety
Your permit allows the building department to inspect for potential hazards and un-safe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances resulting in a safe project.

It's the Law
Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

Tips on hiring contractors

- ✓ Get at least 3 bids.
- ✓ Get 3 references and ask to see a project.
- ✓ Get it in writing, but before you sign the contract, make sure you completely understand. Do not make final payment until you have received a Certificate of Completion (CC) or until final inspections have passed
- ✓ Have the contractor apply for the required permits.