

SHED PERMIT CHECKLIST

- ☐ 1. Building Permit Application filled out and notarized.
- ☐ 2. Proof of property ownership; in case of new ownership, will require a copy of the deed.
- ☐ 3. 3 Sets of engineered plans for shed, plans **MUST** include anchoring system.
- ☐ 4. Site Plan (survey works best), show the location of the proposed shed.
Must show measurements from house, properties lines and other structures.
- ☐ 5. If the shed is going to be placed on a new concrete slab, the Building Official will
Need to inspect prior to the concrete pour, and after being sprayed for termite protection.
Termite spray certificate must be on-site for inspection.
- ☐ 6. Owner/Builder Disclosure Statement completed, signed and notarized.
- ☐ 7. If homeowner is not pulling a permit and a licensed contractor is, the following is required:
 - ☐ a. Contractor Registration Application, completed.
 - ☐ b. Copy of contractor license
 - ☐ c. Copy of driver's license
 - ☐ d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - ☐ e. Copy of current business name from Sunbiz.Org.
 - ☐ f. A list of authorized agents on the business letterhead.
- ☐ 8. Notice of Commencement is required to be filled out, signed, notarized and then recorded
at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$5,000.00
or more. The City of Inverness will require a copy of the recorded N.O.C.
- ☐ 9. Please allow 2-3 days for processing the permit.
- ☐ 10. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
- ☐ 11. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.
- ☐ 12. Site plan, approved Building Plans and anchoring plan are required to be on-site for
inspection.
- ☐ 13. If property is in a FEMA rated flood area, an elevation certificate will be required to
finalize out permit.
- ☐ 14. Please note that if the property is listed as a company name, corporation or an LLC on the
property appraiser card/deed, a licensed contractor is required to submit permit for shed.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**