

BOROUGH OF ESSEX FELLS
SHED REQUIREMENTS CHECKLIST

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING TO COMPLEXITY OF PROJECT

SHEDS 100 SQUARE FEET OR UNDER:

1. No building permit necessary, *however setback requirements do need to be met.*
2. Complete Residential Zoning Application and enclose a check for \$85.00 payable to *The Borough of Essex Fells.*
3. Submit one (1) copy of current survey showing the proposed shed location.
4. Complete Surface Drainage Permit Application for Engineering Dept.

SHEDS OVER 100 SQUARE FEET REQUIRE A BUILDING PERMIT:

1. Submit a copy of contractor's current Home Improvement card. Applications will not be accepted without this information.
2. Submit (2) sets of building plans showing the shed construction.
3. Complete Building subcode section of permit application
4. Submit one (1) copy of survey showing the proposed shed location.
5. If it is a pre-fabricated shed, a copy of the manufacturer's plans are required.
6. Complete Residential Zoning Application and enclose a check for \$85.00 payable to *The Borough of Essex Fells*
7. Complete Surface Drainage Permit Application for Engineering Department.
8. Any application for a shed 300 sf or more must complete all of the above and may be required to submit an escrow fee to Engineering.

5:23-9.9 Foundation Systems for garden type utility sheds and similar structures

- a. Garden-type utility sheds and similar structures that are 100 s.f. or less in area, 10 ft. or less in height, and accessory to structures of Group R-2, R-3, R-4, or R-5 shall not be required to have a foundation system that extends below the frost line. These structures shall be of sufficient weight to remain in place or shall be anchored to the ground.
- b. Garden-type utility sheds and similar structures that are greater than 100 s.f., but not more than 200 s.f. in area, 10 ft. or less in height, and accessory to structures of Group R-2, R-3, R-4, or R-5 are not required to be provided with a foundation system that extends below the frost line provided the shed is dimensionally stable without the foundation system. A shed shall be considered dimensionally stable if it is provided with a floor system that is tied to the walls of the structure such that it reacts to loads as a unit. These sheds shall be placed on a bed of gravel not less than four inches in depth or shall have other frost protected design. These structures shall be of sufficient weight to remain in place or shall be anchored to the ground.