

# Building Permit – Accessory Structures

## Village of Sherman Building Permit

<b>Owner:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Date:</b>	

### Proposed Use of New Structure (check box & complete):

Accessory Structure (check all that apply)		Estimated Cost
Pool	Ttl Sq Ft.	\$
Fence	Ttl Linear Ft.	\$
Shed or Garage	Ttl Sq Ft.	\$
OTHER:		\$
OTHER:		
OTHER:		

### Basic Information (all information shall be filled out)

Project Address:	
Subdivision & Lot Number:	
Property Tax ID Number (PIN):	
Township (circle one):	Fancy Creek      or      Williams
Emergency Contact & Phone:	
Contractor (if diy write Self):	
Contractor Address:	
Contractor Telephone:	

**FOR VILLAGE USE ONLY**

**Building Permit Number**

**DO NOT BEGIN YOUR PROJECT WITHOUT A BUILDING PERMIT  
NO PERMIT = FINES AND PENALTIES TO BOTH THE BUILDER AND OWNER**

**Building Permit Procedures.**

1. Builder/Owner obtains permit application from website or Village Office.
2. Builder/Owner submits application with appropriate fee to Village Office.
  - A. Application must be completed and signed by Owner and Builder (if applicable).
  - B. Application must have signature of Officer of Homeowners Association or Developer. We cannot process application without proper signatures. If NO HOA or Developer then note on application.
  - C. Fees. 2018 Fees are \$50 per property/request. May include more than one accessory structure at time of application under same permit fee.
  - D. Additional Costs/Recovery Costs. Applicant will be charged additional fees above the application fees for any and all work required to be performed by Village Engineer and/or Legal Counsel per Village Ordinance 1-9-1 et seq. A building permit will be issued until all fees have been paid.
3. Builder/Owner required to locate and flag property line pins prior inspection and stake out the are of their project.
4. Village Zoning Enforcement Officer will perform inspection once notified by Builder/Owner that property is ready for inspection per 3., above.
5. At time of inspection, if property pins not identified or area not staked for the project area, the Zoning Enforcement Officer may leave the site, notify the owner that property was not ready per request and permit will be delayed. An additional fee will be charged of \$25 for each additional visit, payable before the issuing of the permit.
6. If there are issues relating to the project, the Zoning Enforcement Officer will contact the Builder/Owner note the defencies/issues and try to come up with a resolution. If resolved, the building permit will be issued. If not resolved, the building permit will not be issued and the fees for inspection will be forfeited. If additional fees were accumulate the Village will pursue recovery of those costs.
7. If no issues, the Zoning Officer will issue Building Permit, contact Builder/Owner and will hold at Village Administrative Offices to be picked up or mail to address requested.
8. Builidng Permit is required to be posted in the window of the residence where work is being performed at all times during construction.
9. Final Inspection/Occupancy Permit. Upon completion of project, Builder/Owner must contact the Village Zoning Enforcement Officer to perform final inspection.

- a. If satisfactory inspection and all fees have been paid for permit, including any additional fees, an Occupancy Permit will be issued by the Village.
- b. If issues arise, the Zoning Enforcement Officer will identify issues with Builder/Owner with the hopes a mutual resolution is reached or the Village may require modification of project to place it in compliance. Any additional site visits and/or cost to hire engineers/legal counsel by the Village will be a recoverable expense under ordinance 1-9-1 et seq.

**ALL FEES MUST BE PAID TO THE VILLAGE PRIOR ISSUANCE OF OCCUPANCY PERMIT.**

**FAILURE TO RECEIVE A PROPERLY EXECUTED OCCUPANCY PERMIT WILL SUBJECT THE BUILDER AND OWNER TO DAILY FINES UNTIL COMPLETED IN ACCORDANCE WITH VILLAGE ORDINANCE 2013-8, VILLAGE CODE AT TITLE 9-1-D-2.**

#### **BUILDING PERMIT FEES:**

- Sump Pump (retrofit add-on) = \$25
- Pool = \$50.00 \*
- Fence = \$50.00 \*
- Shed = \$50.00 \*

#### **Additional Fees (Recoverable Costs)**

- Additional Inspections \$25.00 Per Inspection (above \* below)
- Engineering Fees \$actual costs of charged to Village.
- Legal Fees \$actual costs of charged to Village.
- Other: \$actual costs of charged to Village.

\*Fee covers processing of application, initial inspection and final inspection.

<b>VILLAGE OF SHERMAN OFFICE USE ONLY</b>	
Building Permit Number:	
Date Permit Issued:	
Check Number, Amount & Payment Received By:	

**Home Owners Association (HOA) Statement**

The proposed structure or improvement (check one):  is or  is not located within a neighborhood with covenant restrictions and the proposed structure or improvement  does or  does not conform to covenant restrictions.

\_\_\_\_\_  
 Homeowners Association Official Date

No active HOA on file with the Village.  \_\_\_\_\_  
Official Signature/Villag Official Date

**APPLICATION WILL NOT BE PROCESSED FURTHER WITHOUT  
 THIS SECTION BEING COMPLETED AND SIGNED AS APPROPRIATE.**

# Project Plan Drawing



Large empty rectangular box for the project plan drawing.

Series of horizontal lines for notes or additional information.

