

JEFFREY M. LANIGAN  
Mayor



MARK DOMENICO  
Director

**DEPARTMENT OF CODE ENFORCEMENT**

**Sheds, Gazebos, Detached Garages and other Accessory Structures**

This information should be provided by the applicant in order to process the permit application along with **any required construction drawings.**

- 1. Address of the property: \_\_\_\_\_
- 2. Property Owner: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_
- 3. Contractor: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Email \_\_\_\_\_

- 4. Check which applies to the applicant: Property Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Tenant \_\_\_\_\_
- 5. Please note the insurance requirement submitted: Workers Comp \_\_\_\_\_ CE-200 \_\_\_\_\_ BP-1 \_\_\_\_\_
- 6. Approximate cost of work performed \$ \_\_\_\_\_

**NOTE: If you are not the property owner (renting), a notarized letter approving the project is required from the property owner (Attach).**

7. What is the size or floor area square footage of the proposed building \_\_\_\_\_

8. A diagram that illustrates the following information (attachment)

- a) A scaled site plan of the proposed building footprint and the dimensions from the furthest projection (fascia) of the structure to the property lines: **Minimum of 5'**
- b) The distance from the furthest projection (fascia) of the structure to all other buildings on the property if the structure is larger than 144sf. **Minimum of 6'**
- c) The height of the building measured from finished grade to the uppermost peak of the building.

9. The square footage of the first level only of the existing main house (for zoning compliance). \_\_\_\_\_

10. The square footage of the first level only of all other existing detached buildings on the property (for zoning compliance). \_\_\_\_\_

- 11. Will the building contain a plumbing system? Yes \_\_\_\_\_ No \_\_\_\_\_
- 12. Will the building contain an electrical system? Yes \_\_\_\_\_ No \_\_\_\_\_
- 13. Will the building contain a heating or cooling system? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Detached buildings associated with **1 & 2 family homes** that are over 600 square feet require a frost protected foundation system (**provide details**).

15. Frost protected buildings require a footing depth of 48" below grade.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For Official Use Only:***

- Rome Zoning Board of Appeals approval required Yes \_\_\_\_\_ No \_\_\_\_\_
- Rome Planning Board approval required Yes \_\_\_\_\_ No \_\_\_\_\_
- Rome Historic District approval required Yes \_\_\_\_\_ No \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

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**Site Plan for Accessory Structures**

**Property Address:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***For Official Use Only:***

**Date Received:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

**House footprint with covered porches (1<sup>st</sup> floor only) \_\_\_\_\_ sf – Existing accessory structures \_\_\_\_\_ sf =**

**\*Allowable sf for proposed structure(s) \_\_\_\_\_ sf Proposed structure(s) \_\_\_\_\_ sf**

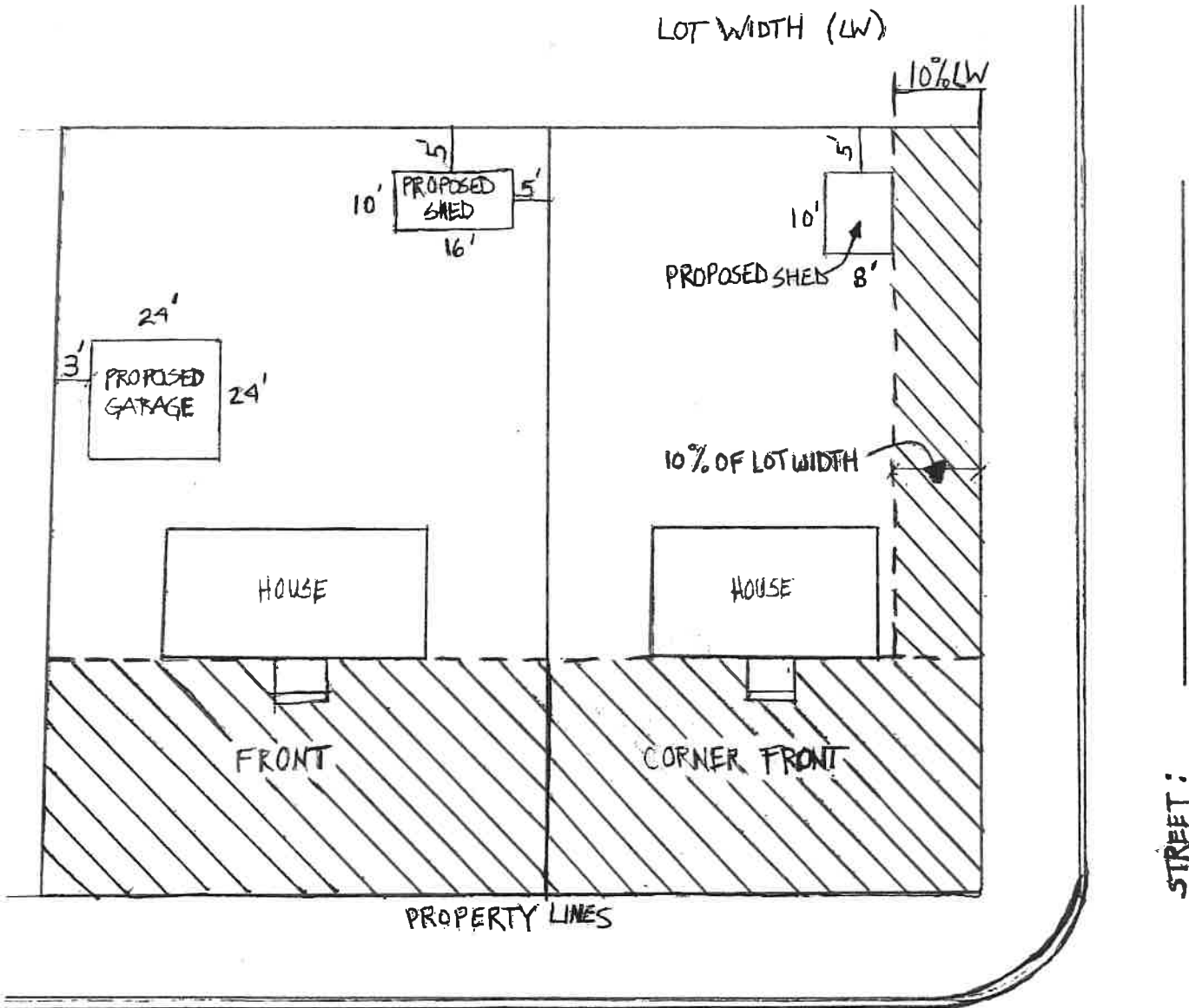
**Area Variance Required Yes \_\_\_\_\_ No \_\_\_\_\_**



DEPARTMENT OF CODE ENFORCEMENT

Sample Site Plan

LOT WIDTH (LW)



ADDRESS: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*For Official Use Only:*

Date Received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

**FREQUENTLY ASKED QUESTIONS FOR ACCESSORY STRUCTURES:**  
**SHEDS, GAZEBOS, GARAGES, AG POOLS, POOL HOUSE, PLAY EQUIPMENT**

**Q:** Do I need a permit for an accessory structure?

**A:** YES- All accessory structures of any size require a permit, some are just for zoning compliance.

**Q:** Where can I put my accessory structure?

**A:** Accessory structures must be located in the **REAR** or **SIDE** yards & placed a minimum of 5' from the rear & side lot lines (SEE DIAGRAM) measured from the overhangs.

**Q:** I own the lot next to my house, can I put an accessory structure there?

**A:** NO, unless you combine the lots, accessory structures must be located on the same lot that the primary structure (House) is located.

**Q:** I live on a corner lot, where are my side & rear yards, and where can I place my accessory structure?

**A:** See sample site plan in application packet.

**Q:** How tall can I build my accessory structure?

**A:** Sheds are limited in height to 1 ½ stories or 25'.

**Q:** How much is an accessory structure permit?

**A:** Permits for accessory structures up to 144sf in size are no-cost permits & are used to ensure proper location for zoning compliance. Permits for accessory structures from 145sf to 500sf are \$25.00 & permits for accessory structures 500sf & larger are \$50.00 per 1,000 square foot of fraction thereof.

**Q:** What else do I need to know before getting a permit?

**A:** All projects require a site plan locating the structure with dimensions from lot lines (see sample site plan).

**B:** If You are running electricity to your shed, you must have approved Third Party Electrical Inspections performed & submitted to the Codes Dept.

**Q:** How do I get my Certificate of Compliance?

**A:** Stages of construction checked on permit must be called for inspections.

**B:** You need to call the Codes Department to let them know the project is finished so they can verify its location on the property and if over 144sf in size, the construction methods need to be checked **DURING CONSTRUCTION.**