

**Town of Poughkeepsie  
Shed / Detached Garages  
Building Permit Application**

**Received:**

**Permit #** \_\_\_\_\_

Property Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Grid Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Builder or Shed Supplier Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Description: \_\_\_\_\_

Is the property located in a flood zone? Yes  No  *If yes, a floodplain development permit is required.*

Are any wetlands located on the property? Yes  No

*Please contact the Planning and Engineering Departments for information on wetlands and floodplains.*

Percent Lot Coverage: \_\_\_\_\_ (all structures on lot)

*The Owner/Applicant agrees to conform to all applicable laws of this jurisdiction, adhere to the plans and specifications affixed hereto and permit Building Department personnel to perform required inspections.*

Applicant's Name: (If different than owner) \_\_\_\_\_ (attach letter of agency)

Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Application fee:	30.00
Square footage of shed: _____ - 100 sq. ft. = _____ X .10/sq ft = _____	
Receipt # _____	Total Fee _____

Please attach the following:

SITE PLAN (see attached example)

- \_\_\_ Lot dimensions--all sides
- \_\_\_ Size and location of any easements or right-of-ways
- \_\_\_ Names and locations of all adjacent streets
- \_\_\_ Locations of proposed and existing structures
- \_\_\_ Setback dimensions--front, rear, and all sides
- \_\_\_ Outside building dimensions and distances between buildings on building site
- \_\_\_ Driveways, exterior stairs, landings, patios, and decks

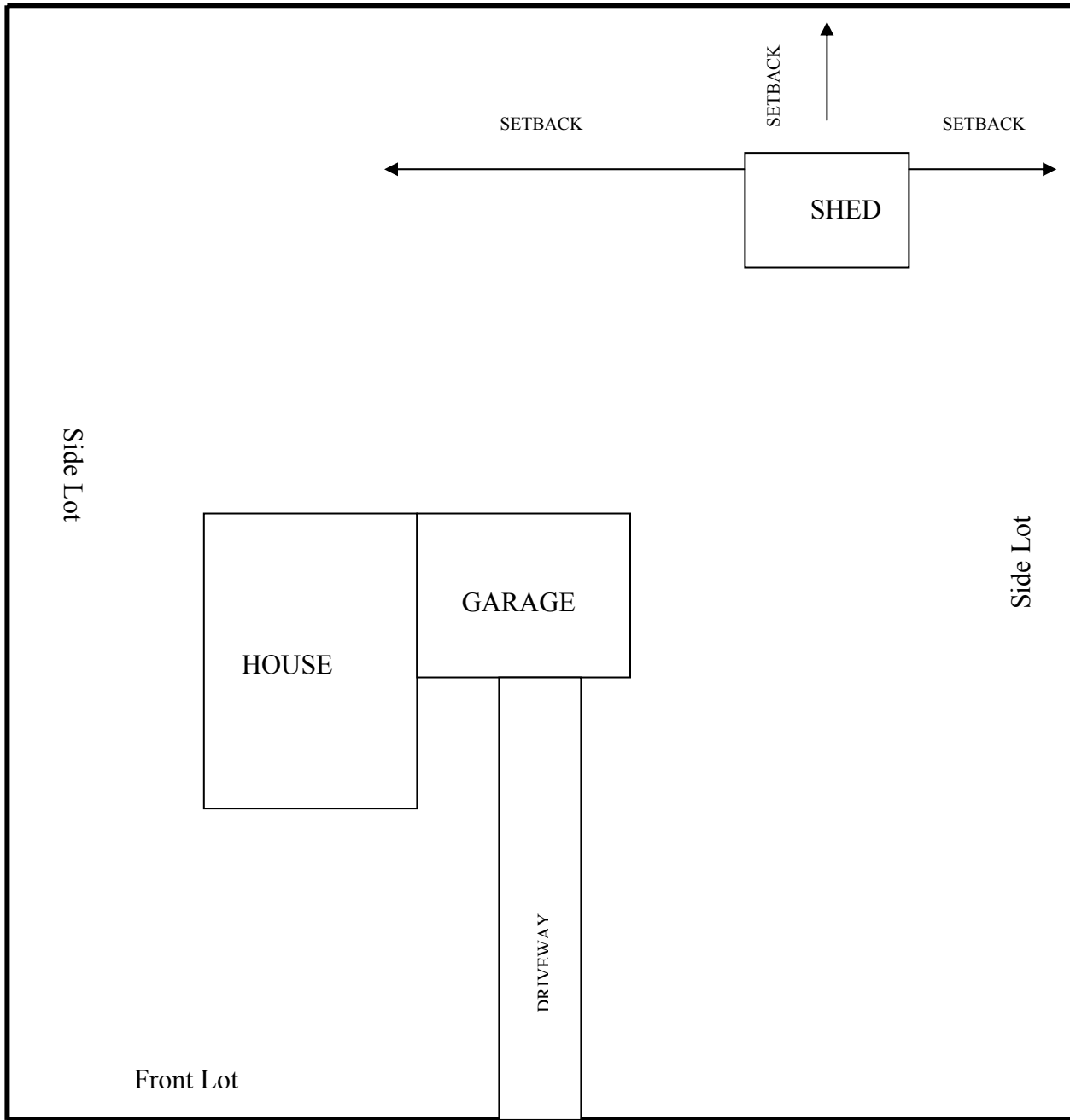
BUILDING PLANS (If built onsite) (two complete sets required)

- \_\_\_ Floor system and support, size and type of materials, spacing, spans.
- \_\_\_ Wall system, size and type of materials and spacing
- \_\_\_ Roof system, size and type of materials, spacing, spans.
- \_\_\_ Overhead and sectional view of shed
- \_\_\_ For prebuilt shed submit plans from supplier showing recommended floor support.

**A BUILDING PERMIT IS NOT REQUIRED FOR SHEDS LESS THAN 100 SQ FT, LESS THAN 8 FT IN HEIGHT AND COMPLYING WITH THE ZONING REGULATIONS IN SEC. 210-43 OF THE TOWN ZONING LAW**

\*PLEASE NOTE ON SITE PLAN IF CORNER LOT

Rear Lot Dimension



STREET NAME & NUMBER

NAME:  
ADDRESS:  
PHONE: