



City of Crystal River
Planning and Community Development Dept.

123 Northwest Highway 19
Crystal River, Florida 34428
Telephone: (352) 795-4216, ext. 317
Facsimile: (352) 795-6245

ACCESSORY BUILDING/SHED CHECKLIST

- Do you have a Building Permit and a Zoning Permit application for your shed?
 - If located in a flood plain – is the shed vented?
- Do you have survey or site plan drawn to scale, (no smaller than 11”x17”) attached to your application that includes the property boundaries, principal structure (residence), other accessory structures, impervious walkways, driveways, etc., and the proposed location of the Accessory Building commonly known as a shed?
- If property if *NON-WATERFRONT* – Is the Accessory Building (shed) at least five (5) feet from the sides and rear of the property?
- If the property *IS WATERFRONT* – Is the Accessory Building (shed) at least twenty-five (25) feet from the water?
- If your property is on a corner – Is the Accessory Building (shed) at least twenty-five (25) from the side street by the side of the residence?
- Is the Accessory Building (shed) at least seven (7) feet away from the residence? The distance is measured from nearest roof eave to nearest roof eave.
- Is the Accessory Building (shed) twelve (12) feet high or less?
- Is the Accessory Building for an RV, boat, or large item sixteen (16) feet high or less?
 - Only one shed may be sixteen (16) ft. on the property.
- Are there more than three (3) Accessory Structures (sheds, fence, guest house, carport, etc.) on the lot?
- Do you have the impervious surface ratio (ISR) calculated, (see attached)? Label on survey/site plan both the existing ISR and the proposed ISR.

For further details please see City of Crystal River Ordinance 5.01.02-5.01.04

The cost of the permit depends on the cost of the Accessory Building (shed). The total permit fee is 1% of the cost of the structure, minimum \$50.00, plus 2.5% (of the permit price, minimum \$2.00) surcharge fee paid to the State of Florida. Visa, MasterCard, Discover, checks, and cash are accepted. A Notice of Commencement must be filed with the Clerk of the Court if the cost of the structure exceeds \$2,500.00, copy attached.

DISCLAIMER: THESE GENERAL GUIDELINES CAN BE APPLIED TO MOST APPLICATIONS. HOWEVER, EACH APPLICATION IS DIFFERENT AND IS EVALUATED INDIVIDUALLY IN ACCORDANCE WITH ALL THE APPLICABLE CITY OF CRYSTAL RIVER ORDINANCES THAT MAY NOT HAVE BEEN INCLUDED, OR REFERENCED IN THE GUIDELINES, OR ON A CHECKLIST.

I acknowledge that I have read and understand the Accessory Building Checklist.

Please sign here: _____

Date: _____



City of Crystal River

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BUILDING PERMIT APPLICATION

ALT KEY: _____ REC'D BY: _____ CRA: Y N PERMIT #: _____

CRYSTAL RIVER • HOME of the MANATEE

JOB ADDRESS (INCLUDES SUITE #): _____
SUBDIVISION: _____ LOT #: _____ BLOCK: _____
DESCRIBE WORK: _____ TYPE CONST: _____
VALUATION OF COMPLETED WORK: _____ TOTAL SF: _____ TOTAL I.S.R.: _____ % MAX I.S.R. _____ %
CONTACT NAME: _____ PHONE #: _____ FAX #: _____
E-MAIL ADDRESS: _____ CELL#: _____
OWNER NAME: _____ PHONE #: _____
OWNER ADDRESS: _____
TENANT NAME: _____ CONTACT #: _____
CONTRACTOR BUSINESS NAME: _____ PHONE #: _____
ADDRESS: _____ CELL#: _____
EMAIL ADDRESS: _____ FAX #: _____
LICENSE HOLDER NAME: _____ STATE LICENSE #: _____ EXP: _____

TYPE	NAME	QUALIFIER/AGENT SIGNATURE	LICENSE NO.	DATE
ELEC.				
MECH.				
PLUMB.				
ROOF				
OTHER				

BY SIGNING THIS APPLICATION, YOU STATE THAT YOU HAVE READ AND UNDERSTAND, THE STATEMENTS LISTED ON PAGE 2

SIGNATURE _____
OWNER

STATE OF FLORIDA
COUNTY OF CITRUS
SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME THIS
____ DAY OF _____, 20____
(DATE)
BY _____
WHO IS/ARE PERSONALLY KNOWN TO ME OR HAS/HAVE PRODUCED
_____ AS IDENTIFICATION

NOTARY PUBLIC (SEAL)

SIGNATURE _____
CONTRACTOR

STATE OF FLORIDA
COUNTY OF CITRUS
SUBSCRIBED AND SWORN TO (OR AFFIRMED) BEFORE ME THIS
____ DAY OF _____, 20____
BY _____
WHO IS/ARE PERSONALLY KNOWN TO ME OR HAS/HAVE PRODUCED
_____ AS IDENTIFICATION.

NOTARY PUBLIC (SEAL)

LIEN LAW REQUIREMENTS

OWNER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TITLE HOLDER (IF OTHER THAN OWNER): _____

TITLE HOLDER ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR NAME: _____ LICENSE #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____

LEGAL DESCRIPTION: _____

TAX FOLIO #: _____

BONDING COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ARCHITECT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MORTGAGE LENDER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

APPLICATION IS HEREBY MADE TO OBTAIN A PERMIT TO DO THE WORK AND INSTALLATION AS INDICATED. I CERTIFY THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT AND THAT ALL WORK WILL BE PERFORMED TO MEET THE STANDARDS OF ALL LAWS REGULATING CONSTRUCTION IN THIS JURISDICTION. I UNDERSTAND THAT A SEPARATE PERMIT MUST BE SECURED FOR WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONING, FENCE, SCREENS, ETC.

OWNERS ELECTRONIC SUBMISSION STATEMENT: UNDER PENALTY OF PERJURY, I DECLARE THAT ALL THE INFORMATION CONTAINED IN THIS BUILDING PERMIT APPLICATION IS TRUE AND CORRECT.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOBSITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER AND/OR ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

CONTRACTOR: ACCEPTANCE OF PERMIT IS VERIFICATION THAT I WILL NOTIFY THE OWNER OF THE PROPERTY OF THE REQUIREMENTS OF FLORIDA LIEN LAW, FS713.

ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CITY CODES AND ORDINANCES. PERMIT VOID IF CONSTRUCTION NOT STARTED WITHIN SIX (6) MONTHS OR IF CITY ORDINANCE IS VIOLATED. HAVE SIGNATURE NOTARIZED. COMPLETE LIEN LAW REQUIREMENTS IF JOB IS OVER \$2,500. SUBMISSION OF APPLICATION DOES NOT CONSTITUTE PERMIT ISSUANCE. NO WORK SHALL COMMENCE PRIOR TO PERMIT ISSUANCE.

BUILDING OFFICIAL APPROVAL: _____

DATE: _____

ZONING OFFICIAL APPROVAL: DATE: _____

DATE: _____

5.01.02. - Accessory buildings and structures in all zoning districts.

- A. There shall be a permitted principal structure in full compliance with all development standards and requirements of this LDC prior to issuance of a permit for an accessory structure. This provision shall not be construed to prohibit the establishment of an accessory structure simultaneously with the establishment of a permitted principal structure.
- B. Permissible accessory uses by zoning district are identified in Table 2.03.03.
- C. There shall be no more than three (3) freestanding accessory buildings on a lot.
- D. Accessory structures shall be shown on any site plan with full supporting documents as required by this LDC.
- E. Accessory structures shall be included in all calculations of impervious surface and stormwater runoff requirements.
- F. Accessory buildings shall not be located in any required buffer, landscape area, or stormwater management area.
- G. An accessory structure shall not be located within a front yard, except as specifically provided herein.
- H. An accessory structure shall not exceed twelve (12) feet in height except as provided in section 5.01.06. One (1) of the three (3) accessory structures may be constructed up to sixteen (16) feet in height to accommodate recreational vehicles, boats, or other large objects.
- I. Accessory structures shall meet the following setback requirements.

Table 5.01.02(I). Minimum Setbacks for Accessory Structures.

	Minimum Setback in all Residential Districts (ft.)	Minimum Setback in Nonresidential Districts (ft.)
Front	The greater of 25 feet or the required setback of the principal building	Setbacks set forth in Table 4.02.02(C) for principal buildings.
Side	5	
Rear	5	
Side, adjacent to street	25	
Waterfront ¹	25	25

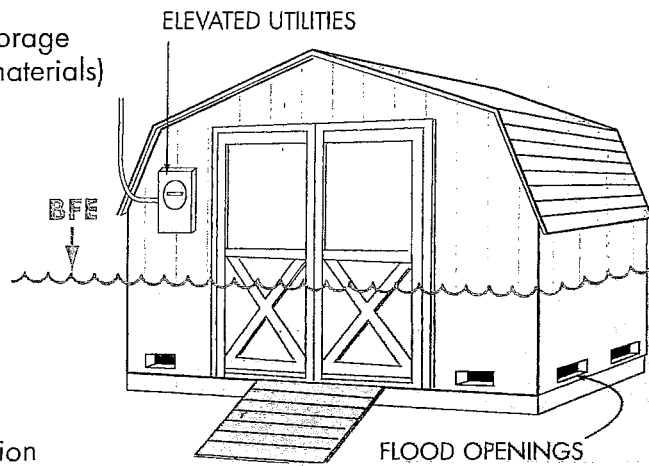
¹ Docks are exempt from the waterfront setback. See section 5.01.07 for standards for docks, boat davits, boat lifts, boat covers, and boathouses.

(Ord. No. 05-0-08, §§ 1, 2, 5-17-2005; Ord. No. 12-0-26, § A., 9-24-2012)

Accessory Structures

In Special Flood Hazard Areas, accessory structures must:

- Not be habitable
- Be used only for parking or storage (not pollutants or hazardous materials)
- Be anchored to resist floating
- Have flood openings
- Be built of flood-resistant materials
- Have elevated utilities
- Not be modified for different use in the future
- Have documented floor elevation



Even small buildings are "development" and permits or variances with noted conditions are required. They must be elevated or anchored and built to withstand flood damage.

Caution! Remember, everything inside will get wet when flooding occurs.

de Terms and Definitions

Accessory Structure means a structure that is located on the same parcel of land as a principal structure and whose use is incidental to the use of the principal structure. Accessory structures may not be used for human habitation and must be designed to minimize flood damage. Examples: detached garages, carports, storage sheds, gazebos, pole barns, and hay sheds.



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IMPERVIOUS SURFACE CALCULATIONS (I.P.S.)

This calculation takes a little time because you will be measuring the square footage of the impervious surfaces on the property. Just follow these steps. . .

Step 1: Identify the surfaces on your property that rain can't penetrate. That is an impervious surface. For example: a sidewalk, pavers, driveway, or structure.

Step 2: Measure the *length x the width* of the impervious surfaces on the property as best you can

Step 3: Add the measurements of the impervious surfaces.

Step 4: Find the total square footage of your property. Just visit the Citrus County Property Appraiser website www.citruspa.org and look up your property. The information you need is under the heading **Summary**. Look for **Est. Parcel Sqft** and you will find the estimated total square footage of your property.

Step 5: Divide the total square footage. of the impervious surfaces by the total square footage (sq. ft). of your property.

Example: 500 sq. ft of impervious surface on your parcel divided by
2500 parcel sq. ft equals impervious surface ratio

$$500 \div 2500 = .20$$
$$.20 \times 100 = 20 = 20\%$$

Step 6: Include that number on your application.