

Building Permit Checklist

Before you start building your shed, it's important to ensure you have all the necessary permits and documentation in place. This Building Permit Checklist will guide you through the steps required to apply for your shed building permit and remind you to consult useful resources mentioned in our Building Permit Information document.

Step 1: Initial Steps

- ✓ Review your local zoning laws to determine if a permit is required for your shed.
- ✓ Check your municipality's building code to verify any restrictions or guidelines specific to shed construction.
- ✓ Measure the area where you plan to place the shed and confirm the available space for the shed's size. For resources on zoning and building codes, refer to the [Rhode Island Building Code Commission](#) and check your local municipality's website.
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Step 2: Prepare Required Documents

- ✓ Gather a detailed plan of the shed, including dimensions, materials, and intended use (storage, workshop, etc.).
- ✓ Obtain a copy of the property deed or property survey to confirm boundaries and setbacks.
- ✓ If your shed is larger or intended for specific uses (e.g., living space), make sure to include structural plans and engineering details.
- ✓ Check whether you need a site plan that shows the shed's location relative to property lines, easements, and other structures.

Refer to your local municipality's **Building Department** or **Planning and Development** section for guidance and any additional requirements. Links to local resources are available in our [Building Permit Information](#) document.

Step 3: Submitting the Application

- ✓ Visit your local building department or municipality's website to obtain the building permit application.
- ✓ Submit the completed application, along with all required documents, including plans, surveys, and engineering details (if necessary).
- ✓ Pay the applicable permit fees at the time of submission.
- ✓ Confirm whether there are any additional requirements specific to your town or city.

You can also use the [Statewide E-Permitting Portal](#) for submitting applications in many municipalities.

Step 4: Inspection and Final Approval

- ✓ After the permit is approved, schedule an inspection with your local building department to ensure compliance with safety codes and regulations.
- ✓ Complete the shed construction according to the approved plans.
- ✓ Pass the inspection to receive final approval and avoid fines or penalties. Refer to our [Building Permit Information](#) document for more details on the inspection process.

Final Checklist

- ✓ Have you reviewed local zoning and building code laws?
- ✓ Is your shed plan complete and includes necessary details (dimensions, materials, intended use)?
- ✓ Have you gathered all necessary property documents (survey, deed, etc.)?
- ✓ Have you submitted the application with the required documentation?
- ✓ Have you paid all necessary fees?
- ✓ Have you scheduled an inspection to ensure compliance with regulations?

Download Link:

You can access the [Building Permit Information](#) and other helpful links to aid your permit application process.

***Disclaimer:** The information provided in this checklist is for general guidance only. Permitting requirements and regulations can change over time, and they may vary depending on the municipality. It is essential to consult with your local building department or municipality for the most current and accurate requirements regarding your shed building permit. Always verify the details before proceeding with your application.*