



## General Information for Residential Shed Permits

**Applications are available on the Town of Portland website [www.portlandct.org](http://www.portlandct.org)**

Please submit the following to the Land Use Department:

**For sheds that are less than 12 feet in average height, 200 square feet or less in size:**

- A completed Zoning Permit Application – Signed by the Property Owner
- A Site plan to scale (request by emailing [landuse@portlandct.org](mailto:landuse@portlandct.org)) showing shed location with distance to property lines. There are setback requirements (if you are not sure of your zone go to Assessor Database on Town website) which can be found in Section 3.1.2 of the Zoning Regulations.
- Specifications for pre-built shed or construction plans if building
- DCP Contractor License and Workers Compensation Insurance Certificate or Affidavit Waiver.

**For sheds more than 200 square feet in size:**

- A completed Building Permit Application
- A completed Zoning Permit Application – Signed by the Property Owner
- A completed Chatham Health District B100a Review Form if property has a septic tank and leaching fields\* with applicable fee
- Proof (pump-out report or receipt) that septic tank has been pumped within the last 3 – 5 years.
- A site plan to scale (request by emailing [landuse@portlandct.org](mailto:landuse@portlandct.org)) showing shed location with distance to property lines. There are setback requirements (if you are not sure of your zone go to Assessor Database on Town website) which can be found in Section 4.2.1 of the Zoning Regulations.
- Specifications for pre-built shed or construction plans if building
- DCP Contractor License and Workers Compensation Insurance Certificate or Affidavit Waiver.