RESIDENTIAL ACCESSORY BUILDINGS

1. **WHEN IS A BUILDING AND ZONING PERMIT REQUIRED FOR A RESIDENTIAL ACCESSORY BUILDING OR SHED?**

   A. Sheds *up to* 200 square feet must obtain a Zoning Permit prior to construction.
   B. Sheds *over* 200 square feet must obtain a Building Permit as well as a Zoning Permit prior to construction.

2. **WHAT CODES/REGULATIONS ARE APPLICABLE?**

   A. All work performed must be in accordance with the Hiram Village Zoning Code and *Portage county Building code.*
   B. The combined floor area of all accessory buildings on a lot shall not exceed square feet or 60% of the gross floor area of the principal building, whichever is less. The combined total of all accessory buildings shall not cover more than 20% of the rear yard, except that any lot containing an existing dwelling may be permitted a detached garage of 400 square feet or less, provided all other applicable requirements are met.

3. **HOW DO I OBTAIN A PERMIT?**

   Complete an application for a permit in the Building Department. You will need the following information when applying for a permit:

   A. Plot Plan drawn to scale showing:
      1. Property lines and property dimensions
      2. All existing and proposed structures
      3. Distance from the house to the proposed shed/accessory building

      Detached accessory buildings are permitted only in the side and rear yards. They must be kept a minimum of 6 feet from the rear and side lot lines, and 12 feet from the existing residential structure.

   B. Construction Details
      1. If your shed/accessory building exceeds 200 square feet, you will need to submit construction drawings showing elevation views, building height specifications, and sectional views.
2. Sheds/accessory buildings exceeding 200 square feet must be placed on a permanent footing or foundation. No electrical service can be installed in a storage shed without a permanent foundation.

C. Payment of $50.00 Zoning Permit fee in advance if the accessory building does not require a Building Permit.

3. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned departments will review the application. If any of the departments has questions or comments, they will contact the person listed on the application.

4. ZONING INSPECTIONS REQUIRED

Prior to the Zoning Permit being issued, an inspection will be required to identify the location of the proposed structure. The Zoning Department must be notified at (330)-571-6812 when the site is staked out and property pins identified.

5. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?

All work must be performed in accordance with the approved plans, the Hiram Zoning Code, Ohio Basic Building Code, National Electric Code, and other applicable ordinances. This permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within one year of the issue date.

6. INSPECTIONS

Separate inspections will be required by the Building Department for footers and electrical if required. Please schedule these inspections with the Portage County Building Department at (330) 297-3530.
SAMPLE FOR AN
ACCESSORY BUILDING

N' FRONT

LEFT SIDE

RIGHT SIDE

REAR