

Checklist/Instructions for Accessory Structures: shed, garage, etc. - Commercial

Note: Requirements for Accessory Structures: sheds, garage, etc. are based on the size of the structure.

Accessory Structure that is 120 sq.ft. or less:

- Required Application(s):
 - Zoning Permit: Accessory Structures – Commercial**
 - A Building Permit application is **NOT** required
- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.

Accessory Structure that is over 120 sq.ft. (and under 200 sq.ft.):

- Required Application(s):
 - Building Permit: Accessory Structures – Commercial**
 - Zoning Permit: Accessory Structures – Commercial**
- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.

Accessory Structure that is 200 sq.ft. or more:

- Required Application(s):
 - Building Permit: Accessory Structures – Commercial**
 - Zoning Permit: Accessory Structures – Commercial**
- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and the distance between the structure and the property lines. You also need to show the location of all existing structures on the property.
 - Construction Plans/Drawings:** submit plans with the Building Permit application.
 - Garage Worksheet:** submit a completed Garage Worksheet with the Building Permit application (<https://elkhartindiana.org/wp-content/uploads/Garage-Worksheet-Updated-3.21.24.pdf>)
- Additional Information/Requirements:
 - Permanent Foundation:** is required for structures that are 200 sq.ft. or more.
 - Plan Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to Plan Review. Plan Review occurs every Friday. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.
 - Indiana State Construction Design Release:** please visit the State's website (<https://www.in.gov/dhs/building-plan-review/>) to see if a CDR is required.