



How-To: Apply for an Accessory Structure Permit

This is a how-to guide for permitting of accessory structures, such as sheds, gazebos, detached garages, or similar buildings on single family & two-family home properties. For accessory apartments, multi-family and commercial properties, contact the Administrative Officer at planning@sburl.com or (802) 846-4106.

What kind of approval do I need, if any?

- All accessory structures require a zoning permit, regardless of size, except:
 - Small movable items such as a dog house, kiddie pool, swingsets, or a kids' tree house
 - Temporary seasonal enclosures such as a backyard shade tent, collapsible carport, or collapsible greenhouse, so long as they are removed at the end of the season
- If you are proposing living quarters, please contact the Administrative Officer

Zoning Permits for Accessory Structures

- Please fill out a [zoning permit application](#).
- If you don't know your property ID, leave it blank.
- Include a sketch of your property, including the property lines, location and name of the adjacent street(s), building and decks, clearly showing where the accessory structure will be installed, and its dimensions. This can be hand drawn or adapted from an aerial photo. Please include measurements to the nearest property lines. If more than 10', an estimate is acceptable.
- If you are the property owner, you need to sign as both owner and applicant. If you are not the owner, you must sign as the applicant and the property owner must also sign. A digital signature or scan of a signature is acceptable.
- Applications can be emailed to planning@sburl.com. Alternatively, you can visit us at City Hall, or mail to Planning & Zoning, 180 Market Street, South Burlington, VT 05403.
- Fees. The fee for projects totaling less than \$6,000 for materials and installation is \$43. For larger projects, the fee is \$5 per \$1,000 in total project cost, plus a \$13 digitization fee.
 - Our website offers an [online payment option](https://www.southburlingtonvt.gov/how_do_i/make_a_payment/index.php) (https://www.southburlingtonvt.gov/how_do_i/make_a_payment/index.php)
 - When the online form asks for a permit number, type "TBD"
 - Make checks payable to "City of South Burlington"

Accessory Structure Permitting Rules: [see Section 3.10 and Appendix C of the [Land Development Regulations](#)]:

https://www.southburlingtonvt.gov/departments/planning_and_zoning/regulations_and_planning_documents.php

- No more than two accessory structures are permitted on lots under 1 acre in size
- The combined area of accessory structures must not exceed 50% of the first-floor area of the house
- The total *lot coverage* and *total building coverage* must not exceed the maximum allowed in the zoning district [30-40%, and 15-20% of the lot, respectively]. Building coverage includes buildings and covered porches. Lot coverage includes buildings, decks patios and walkways / driveways
- Accessory structures must not exceed 15' in height [measured to the midpoint between the eaves and the apex of the roof for a pitched roof]

- Accessory structures must be set back at least 5' from all property lines and must not be in the front yard. Contact the Administrative Officer for corner lots. (over)

Permit Issuance and Pick-up

- Digital submissions are preferred and can be returned more quickly
- We strive to turn permits around quickly; State law allows up to 30 days from receipt. Permits are processed in the order received.
- Once a permit is issued, you will receive a Notice Placard. Please post this in the window or on a stake visible from the roadway. It must be posted for 15 days. This is the appeal period. If you choose to start construction within that timeframe, be aware you may need to stop work or restore prior conditions if there is an appeal