

HOW TO APPLY FOR A SHED/STORAGE BUILDING PERMIT

STEP BY STEP INSTRUCTIONS

9/24/2024

CITY OF
Lockhart
TEXAS



REQUIRED DOCUMENTS

- [Permit Info Form](#)
- **Survey** (provided by the property owner) or [Site Plan](#)
- *If* the shed is **300** square feet or greater, a drawing of the shed with an engineer's stamp is required
- *If* the shed will be set on a concrete slab **AND** depending on the use of the shed, a stamped engineer's foundation plan may be required. Discuss with the Building Official to determine.

FILLING OUT THE PERMIT INFO FORM

- Provide all applicable information including ...
- **Permit Type:** Shed at a Residence or Shed at a Commercial Property?
- **Job Description:** Shed dimensions, shed set on ground/blocks/concrete?, must be anchored to ground or concrete.
- **Call Texas 811 Before You Dig:** Provide the confirmation number given by Texas 811. This *must* be provided no matter the situation or location of shed or when Texas 811 last came to the property.

PERMIT INFO FORM EXAMPLE

Permit Info Form

Permit Info Form

Today's Date: 7/8/2024

Permit Type: Shed at residence

Property Address: 1234 Sesame St., Lockhart Tx

Applicant Name: John Doe

Phone & Email: 512-555-5555, johndoeconstruction@mail.com

Job Description: 12x12 shed set on blocks anchored to ground

811#: 2468101200

Square Footage: 144

Commercial Valuation: n/a

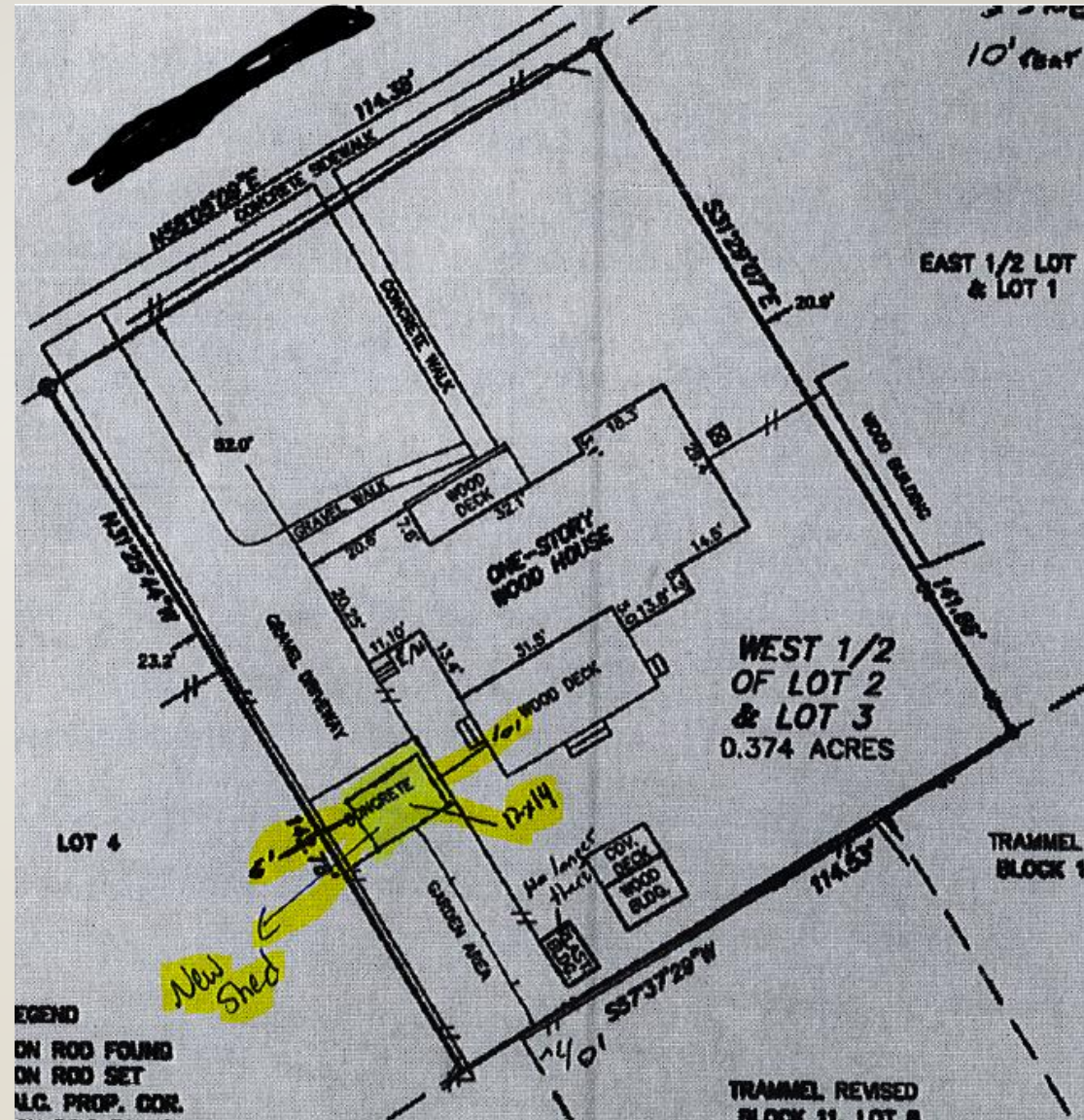
Signature:

Date: 7/8/2024

SURVEY/SITE PLAN REQUIRED INFORMATION

- Property Setbacks (a.k.a. build lines) – can be found on the survey. Contact Development Services for assistance if not known.
- Location of shed with measurements from shed roof overhang to property lines, other buildings (5 ft. minimum), fences, etc.
- Include and label any significant/permanent features such as the house, driveway, fence and other structures.
- Shed dimensions

New shed, dimensions and setbacks drawn onto existing survey



SITE PLAN EXAMPLE

Site Plan

CITY OF LOCKHART - SITE PLAN

APPLICANT NAME: John Doe PHONE: 512-555-5555

SITE ADDRESS: 1234 Sesame St Lockhart Tx 78644

PERMIT NUMBER: _____

PROPOSED WORK: New Shed

The diagram is a hand-drawn site plan enclosed in a rectangular border. At the top, an arrow points to the top line with the label 'property line'. In the upper left, a small rectangle is labeled 'Existing Shed' with an arrow pointing to it. In the upper right, a larger rectangle is labeled 'New Shed'. Dimensions for the 'New Shed' are given: '10\'' for its height, '18\'' for its width, and '5\'' for the distance from its right side to the right property line. An arrow points to the right property line with the label 'property line'. In the lower center, a larger rectangle is labeled 'House'. A horizontal line, labeled 'fence' at both ends, runs across the middle of the plan, passing behind the 'House'.

PERMIT SUBMITTAL

- Completed applications can be emailed to permits@lockhart-tx.org or dropped off at the Development Services counter in City Hall.
- For questions or assistance, a preliminary application review can be provided on request.
permits@lockhart-tx.org or call 512-398-3461
- Applications that are not complete will not be accepted.
- Due to the high volume, permits are issued in the order received.

THANK YOU!

P.O. BOX 239 LOCKHART, TX 78644

308 WEST SAN ANTONIO STREET

9/24/2024