



6100 219th Street SW, Suite 200
 Mountlake Terrace, WA 98043
 Phone 425.744.6267
PermitSpecialist@ci.mlt.wa.us
www.cityofmlt.com

SHED PERMIT*

Less than 200 Square Feet

FOR STAFF USE ONLY

Permit # _____ Receipt # _____

Fee \$ _____ Plan Check Fee \$ _____

Total \$ _____

RECEIVED BY: _____ (Initials) DATE: ____/____/____

Check One: **Single-Family Residential** **Multi-Family** **Commercial** **Other**

Address _____

Shed size, height, and location: _____

***This permit application is for detached storage structures, a minimum of 5' from dwelling units only.**

Include with this application:

1. The [Permit Contact Information Form](#).
2. A scaled plot plan (ie: 1"=30 ft.) showing and labeling the location of the shed, its dimensions and labeled setback from property lines. The city can assist with this.
3. Does your shed have a wall greater than 10'? If yes, you may need structural engineering or a [Residential Building Permit Application](#).
4. Will you run electricity to your shed? If yes, an electrical permit is required.
5. Are your eaves going to extend within the 5' setback? If yes, venting (such as bird blocks) is not permitted. Venting must be via the roof only.
6. Is your proposed shed going to be within 5' of another structure? If yes, walls closer than 5' between buildings require wall protection such as gypsum wallboard (sheetrock).

See Mountlake Terrace Municipal Code Section [19.120.130](#) (accessory buildings) for more information.

I certify the information provided on this permit application is true and correct.

Owner / Agent _____ Date _____
Signature

Owner / Agent _____
Print



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PERMIT CONTACT INFORMATION

FOR STAFF USE ONLY
Permit(s) Number(s): _____
PROCESSED BY: _____ (Initials) DATE: ____/____/____

Project Name/Name of Business (If Applicable) _____

Subject Property Address _____ Suite No. _____

Parcel Number(s) _____

Applicant _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Property Owner _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Contractor _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			
State License # _____	Expires _____	City Business License # _____	Expires _____	

Contact Person: _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Design Professional: _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Signed: _____ **Print Name:** _____ **Date:** _____



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Shed Guidelines

(Pursuant to MTMC 19.120.130)

A shed is a simple roofed structure, typically made of wood or metal, used as a storage space, a shelter for animals or a workshop.

Permit and Fee Information: A shed that is 120 sq. ft. will require a Shed Permit. A shed that is larger than 120 square feet in size, or the walls are over 6 feet, requires a [Residential Building Permit Application](#). Code compliance requires an inspection of the shed upon completion. A fee will be applied to cover review of the specific permit as well as the inspection.

General Information and Requirements:

- **Use:** A shed, or any accessory building, shall not be designed, constructed, or used as a habitable structure for eating, cooking, or sleeping, except as otherwise provided by city code. For buildings that exceed shed usage, please see [Accessory Dwelling Unit guidelines and applications](#).

- **Location/setbacks:** Sheds are not permitted in the front yard setback. The setback distances from front property lines vary from 15' to 20', side yard 5' to 10' and rear yard setbacks vary from 5' to 15'. Contact a Permit Specialist for more information.

- **Height:** The maximum height for a shed is 25 feet.

- **Appearance:** A shed in excess of 12 feet in height or 200 square feet in area shall feature exterior siding similar in appearance to, and compatible with, the building materials of the primary structure.

- **Review:** Several departments (Building, Planning and Engineering) review the application to confirm that the location, size, and height meet city codes.

- **Inspection:** When the shed has been built, call the inspection request line at 425.775.9694. A building inspector will check to see if the shed was installed per the approved plan.

- **Expiration:** The permit is valid for 6 months. If no inspection is requested within 6 months of getting the permit it will expire.

Criteria for Approval: Complete a shed or building permit application form at City Hall or online at: www.cityofmlt.com/177. Submit the plot plan showing the proposed location of the shed. Include information on the size and height of the shed.

What type of materials must be used? Wood, when used and in contact with the ground, must be pressure-treated or naturally resistant to decay. Treat all cut ends with end cut solution. Fasteners, hangers, nails, etc. must be stainless steel, hot dipped galvanized, or as specifically required for the specified wood preservative used.

Questions? A Permit Specialist will be happy to answer your questions, provide plot plans and assist you in obtaining your permit.