

## **GMN Shed Permit Application Procedure:**

**STEP 1:** Choose a shed, and submit the proposal to the Green Meadows North HOA Board, including proposed product, color, and placement.

**STEP 2:** Once GMN HOA confirms they follow the design requirements, they will recommend the homeowner contacts 811 / Iowa One Call, to verify all underground utilities and locates in the proposed area.

**STEP 3:** Homeowner then submits a permit application, providing all of the information requested below, to the City of Johnston Building Department:

1. Web Link or Brochure of Product/Shed to place
2. Site Plan, that can be provided upon request, by the Johnston City Building Office, marked up with proposed placement measurements, set back measurements, actual product and pad placement, etc. The site plan that is submitted should identify all known easements, utilities, property lines with dimensions to structures and the proposed location of the new shed. The construction documents are required to detail how the structure is to be constructed and how it will be restrained to the concrete pad or paver pad, to resist a 115 MPH wind.
3. Images of proposed placement on your property
4. Proposed concrete or paver pad measurements and placement
5. Marked Locates from Iowa One Call

**Permit Application Link:** <https://www.cityofjohnston.com/105/Permits-Fees>

### **Accessory Building Basic Info:**

<https://www.cityofjohnston.com/DocumentCenter/View/1236/accessoryregsRevised-2015?bidId=>

**City of Johnston Code of Ordinances:** <http://online.encodeplus.com/regs/johnston-ia/doc-viewer.aspx#secid-278> and <http://online.encodeplus.com/regs/johnston-ia/doc-viewer.aspx#secid-333>

Applications can be dropped of at City Hall or mailed to:

City of Johnston  
Building Department  
6221 Merle Hay Rd  
PO Box 410  
Johnston, IA 50131

You can submit applications by email to the: [BuildingDepartment@cityofjohnston.com](mailto:BuildingDepartment@cityofjohnston.com)

\*If you do not receive a confirmation response the application has been received within 24hrs you will need to follow up using one of the other submittal options.