

# Three Easy Steps to a Successful Shed Installation



## Step 1: Determine If You Need a Building Permit

- Check with your town hall to see if you need a building permit.
- Permit requirements are the responsibility of the customer and must be secured prior to scheduling an installation date.
- Building codes in many towns and counties or your Home Owner Association may require specific foundations or the need to purchase additional items such as anchor kits, 4" x 4" runners or other items to meet specific requirements. Please alert us about these items as soon as possible. We can add these items to your order at additional cost.

**Note: If installation is taking place in Florida, Georgia, or the Carolinas, special requirements must be met.**

We will contact you to discuss this before you contact your town or county. Additional fees may apply.

- Shed sizes in our brochures are approximate. Visit our website for exact outside floor dimensions. If you require any other technical information, please let us know and we would be happy to help you.

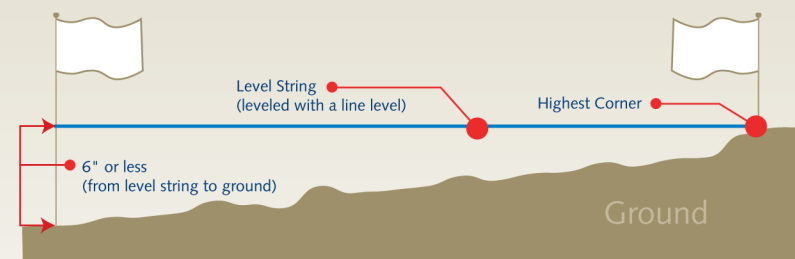


## Step 2: Prepare and Mark Your Shed Site

### Check These Requirements:

- ✓ Site must be 150' or less from where our tractor trailer can park. Shed sites located further than 150' from our truck's parking spot will incur additional charges. Our trucks are approximately the size of a school bus.
- ✓ Access to the site must be clear. Sheds are delivered in large prefab panels which can make navigation through a yard troublesome if there is a fence, narrow walk, gate, arbor, carport, shrubs, stairs, etc. Notify us of all obstacles prior to delivery.
- ✓ Clearance around the shed must be at least 3' from any fences, trees, etc. Please remove tree branches, brush or other obstacles 3' around perimeter of shed and 15' above ground.
- ✓ Land quality is important. When choosing your site consider all factors, including proper drainage, firmness of earth, etc.

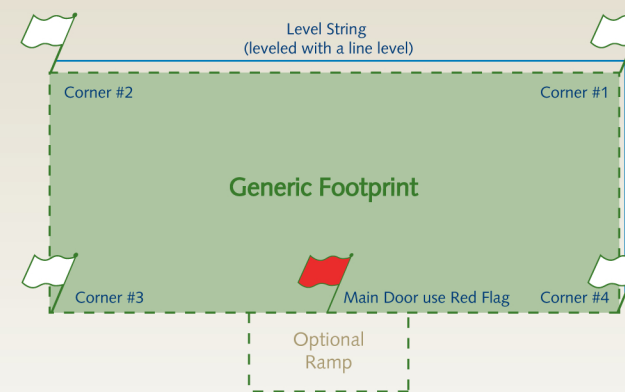
### Level the Ground:



Land grade must be less than a 6" slope from the highest to lowest point, with no protruding rocks or stumps in the area. Identify the highest corner using a "line level" and check the height of the other 3 corners of your site. Line levels are available at any hardware store, or call us and we will mail you one free of charge. If you have purchased a ramp, please make sure this area is level as well.

**Floor sizes are approximate. Before preparing your own foundation or footing (sonotubes) or if using fill, stone or gravel, please call us or visit our website, for detailed instructions.**

### Mark Your Site:



Using the five flags provided, please have the site marked (to the actual shed footprint) before delivery. Indicate the four corners with the white flags and the main or double door location with the red flag (use masking tape for paved surfaces).

If your site is marked you do not need to be home. We will build the shed as close to the flagged layout as possible. If you have very specific placement requirements, you must be home to approve that your shed is being built in the correct spot.



## Step 3: Schedule Your Shed Installation

- Start the scheduling process by going to: [www.homeinstallpro.com/faststart](http://www.homeinstallpro.com/faststart)  
Enter your phone number and answer the questions to provide us with important information to get your installation started fast. No web access, no problem! We will call you within one week to review your order and schedule your installation.
- Permit requirements must be finalized prior to scheduling and accepting an installation date.
- Our products are installed Monday-Friday. Delivery time can fluctuate based on seasonal volume and weather conditions. Once you have accepted an installation date your order cannot be changed.
- We want to advise you in advance that our crews install multiple products a day. The status of one installation may affect many others. We ask for your understanding if an unforeseen event affects an installation date or time.

## Installation Postponement and Cancellation

We do our best to accommodate customer schedules however postponement of an installation by the customer may result in additional fees. Please contact H.I.P. immediately if your order needs to be cancelled. Cancellation of any product already in production will incur a minimum 15% cancellation fee.

If any of the "site requirements" are not fulfilled, your product may not be installed, and a fee of \$150 will be charged for our crew to return and construct your product once conditions are met. If this occurs, delivery of your materials must be accepted and placed on your property in a location accessible to the final site. If materials cannot be left at the site a \$300 fee for redelivery and reloading will be charged. It is the customer's responsibility to cover the materials with a non-transparent waterproof material to prevent any unnecessary weathering and/or discoloration. All fees are assessed by H.I.P. at the time of notification.

## How We Build Your Shed



Truck arrives with prefabricated shed sections



Sections are carried to site and floor is leveled on concrete blocks



Wall sections are positioned and nailed into place



Roof trusses and sheathing is installed



Roof shingles are applied



Most sheds are complete in 2 to 4 hours!

## Installation Day Recommendations

### Project Review

Our installer will review the project with you before leaving. If you see something that concerns you, please tell the installer. If you were not home at the time of the installation, please perform a prompt inspection of your shed and immediately contact H.I.P. with any concerns.

### Activate Your Warranty

Activate your warranty at:  
[www.homeinstallpro.com/activate](http://www.homeinstallpro.com/activate)