



COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

**Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be placed on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

SHEDS:

- Completed permit application.
- A plat of survey showing the proposed location of the shed.
- Drawing with dimensions and material list of the shed.
- Indication if the shed will be placed on a concrete/cement slab, or on the ground – no slab.
- A letter of approval from home owner association, if applicable.
- Name and address of *licensed* and *bonded* contractor installing the shed, if applicable.
- Signed Easement Agreement – if applicable.
- Sheds are not allowed to be built on easements; however, if intending to build on an easement such an exemption requires written letters from all utility companies stating that it is ok for the proposed shed to be placed on the easement. Sheds are not considered a removable structure and the utility companies need to approve the proposed plans. There is no guarantee that the utility companies will allow an accessory on the Easement.

I attest that I have submitted all information as required above regarding the permit applied for at:

_____ Glendale Heights, IL 60139

_____ Name (Printed)

_____ Signature

_____ Date



PERMIT ADDENDUM: Residential Sheds **and other Accessory Structures**

06/10/2019

PERMIT _____ DATE _____

ADDRESS _____

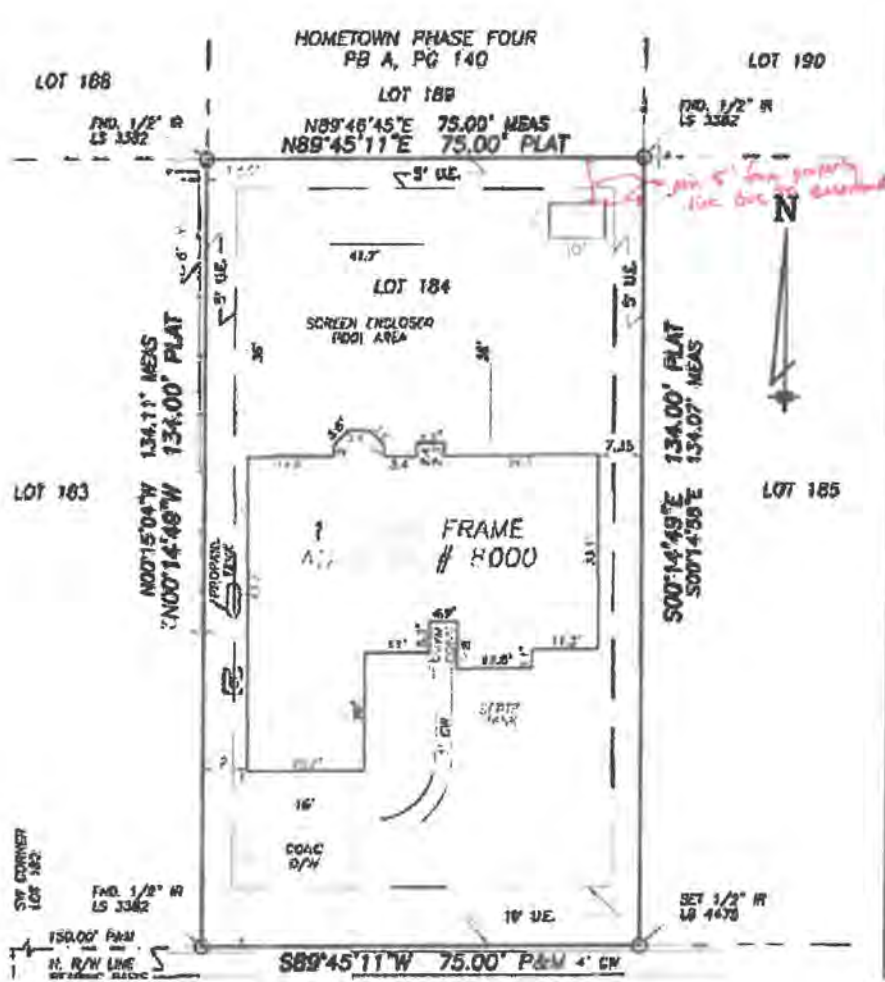
Permit approval is subject to the following conditions:

GENERAL / BUILDING

1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
 - Village of Glendale Heights Village Code and Zoning Regulations
2. Must submit a completed building permit application, plat of survey with shed location marked indicating size, distance from nearest structure and lot lines.
3. Must provide detailed construction plans or installation booklet of the shed and information on the concrete base, if one is poured.
4. No lot shall have more than one shed.
5. Sheds shall not exceed 200 square feet and 17 feet in height or one story.
6. Sheds are permitted in rear yards only and must be setback a minimum of 3 feet from all property lines and 5' from both the principal building and other accessory structures.
7. Sheds cannot be constructed upon any utility or drainage easements.
8. Sheds cannot be used for the keeping, preparation, or culture of poultry, pigeons or livestock, or for the storage of motor vehicles, boats or RVs.
9. Sheds are required to be anchored at a minimum, in two (2) opposite corners.
10. If concrete is poured, a minimum of 4 inches of stone and 4 inches of concrete is required. Expansion joints are required between any new and existing concrete.
11. Block shimming is not permitted on slopes. Support system is to be solid.
12. Sheds constructed of wooden materials require a minimum of 15 pound felt paper under the shingles.
13. Approved construction documents must be present and available at inspections.
14. Remove all excavated spoils (unless approved by the Village Engineer)

The above list identifies many of the most common code requirements that apply to shed projects. It is not a comprehensive list of all code requirements, nor is it intended to take the place of a thorough inspection.

Example of a Plat of Survey marked with shed location and dimensions:



- 3' minimum from property line
- Not in easements
- 5' minimum from house

Contact JULIE before any digging (Call 8-1-1)

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature

Date