



## 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 place 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:** (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ On Permit, indicate if the shed will be placed on a concrete/cement slab, or on the ground – no slab.
- ☐ Plat of Survey indicating the proposed site of the shed, with dimensions noted.
- ☐ Permit Addendum – Shed, signed.
- ☐ Easement Encroachment Agreement, signed, when applicable.
- ☐ Letter of Approval from the homeowner's association, when applicable.
- ☐ Name and address of **licensed** and **bonded** contractor installing the shed, if applicable.
- ☐ Drawing with dimensions and material list of the shed. If prefab, include manufacturer's picture.
- ☐ 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



VILLAGE OF GLENDALE HEIGHTS  
300 Civic Center Plaza  
Glendale Heights, Illinois 60139.  
Community Development Department  
(630) 260-6030

**BUILDING PERMIT APPLICATION**  
(Please Print CLEARLY)

DATE: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_, GLENDALE HEIGHTS, IL 60139  
APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
APPLICANT PHONE NUMBER: \_\_\_\_\_  
APPLICANT EMAIL ADDRESS: \_\_\_\_\_  
IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY  
EST. CONST. COST: \$ \_\_\_\_\_ HOMEOWNERS ASSOC. ☐ YES ☐ NO

**CHECK ONE:**

- |                                      |                                  |                                   |   |                                |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST.  | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO          | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION    | <input type="checkbox"/> SIDING  | <input type="checkbox"/> HVAC     | <input type="checkbox"/> SIDEWALK       | <input type="checkbox"/> SHED  |
| <input type="checkbox"/> REMODEL     | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY       | <input type="checkbox"/> DECK  |
| <input type="checkbox"/> DEMOLITION  | <input type="checkbox"/> DOORS   |                                   | <input type="checkbox"/> DRIVEWAY APRON |                                |
| <input type="checkbox"/> OTHER _____ |                                  |                                   | <input type="checkbox"/> OTHER PAVEMENT |                                |

SCOPE OF WORK/DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name	Address	Phone Number
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OWNER:	_____	_____
OCCUPANT:	_____	_____
ARCHITECT:	_____	_____
ENGINEER:	_____	_____
GEN. CONT.:	_____	_____
PLUMBING:	_____	_____
ELECTRIC:	_____	_____
OTHER:	_____	_____
OTHER:	_____	_____

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/ OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DIR. OF COMM. DEVELOPMENT: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Expires: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Initial Deposit: \_\_\_\_\_

Construction: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Site Improvement: \_\_\_\_\_

Sewer Connection: \_\_\_\_\_

Water Connection: \_\_\_\_\_

Water Meter: \_\_\_\_\_

Penalty: \_\_\_\_\_

Building Deposit: \_\_\_\_\_

Engineering Deposit: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Required Deposit: \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_



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**Registrations will not be accepted  
unless completed in full.**

**\*Plumbing, Roofing, Alarm and Sprinkler contractors  
must submit a copy of their State License.**

**\*Electricians must submit a copy of their Municipal  
License**

**OFFICE USE ONLY**

**LICENSE NUMBER:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

**FEE RECEIVED: \$** \_\_\_\_\_

**CONTRACTOR REGISTRATION**

**Type of Contractor (General, Concrete, Carpentry, Electrician, etc.):** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Company Phone:** \_\_\_\_\_ **Emergency Contact Phone:** \_\_\_\_\_

**State/City License #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**NO REGISTRATION SHALL BECOME EFFECTIVE UNTIL SUCH DATE AS THE REQUIRED SURETY  
BOND IS ON FILE WITH THIS DEPARTMENT.**

**Bond #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

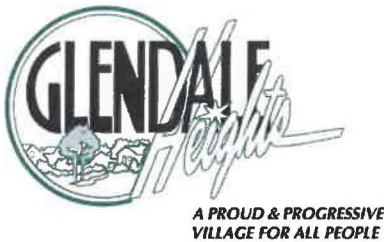
**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FEE:**

General Contractor	\$100
Plumber/Electrician/Alarm	N/A
All other Subcontractors	\$50

**BOND:**

All trades, except those listed below	\$20,000
Plumbing, Fire Alarm, Fire Sprinkler	N/A



## PERMIT ADDENDUM - Residential Sheds & other Accessory Structures

PERMIT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**Permit approval is subject to the following conditions:**

### **GENERAL / BUILDING**

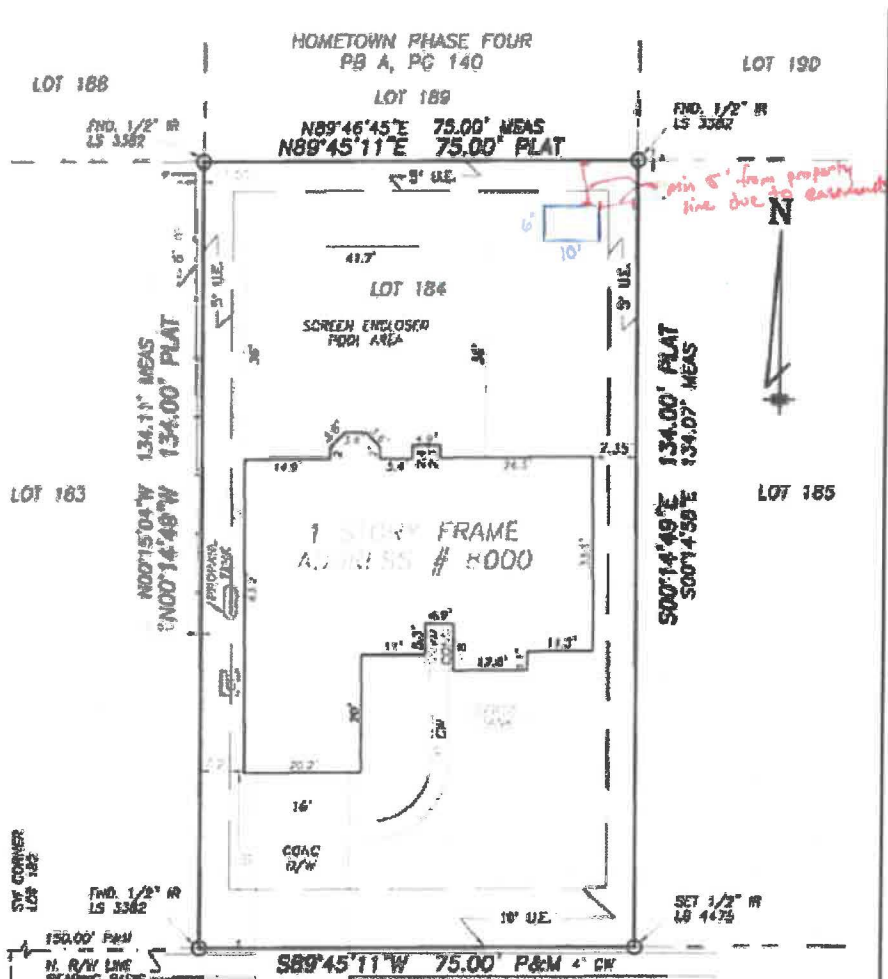
1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
  - Village of Glendale Heights Village Code and Zoning Regulations
2. Must submit a completed building permit application, plat of survey with shed location marked indicating size, distance 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 feet 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.**

**PERMIT ADDENDUM - Residential Sheds  
& other Accessory Structures**

**PERMIT** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_

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 \_\_\_\_\_



## **EASEMENT ENCROACHMENT AGREEMENT**

We, the undersigned, do hereby depose and say that we are the true owners of the property having a common address as shown below. We understand that an easement upon and across said property has been granted as shown on the legally prepared plat of survey in our possession.

Property Address: \_\_\_\_\_, Glendale Heights, IL

We acknowledge that this property is required to comply with section 12-4-2 of the Glendale Heights Village Code, including, but not limited to the following:

No buildings or structures shall be constructed on or over a utility or drainage easement. The property owner shall be responsible for the maintenance of the easements.

In consideration of the issuance of a building permit to construct a \_\_\_\_\_ on said easement in the location shown on said plat of survey, we agree as follows:

- 1) The encroachment herein acknowledged does not, under any circumstances, abrogate nor nullify the rights and interests of the Village of Glendale Heights in and to said easement herein above described; and
- 2) The owners in title, its successors and assigns save and hold harmless the Village of Glendale Heights and any other persons with an interest in such easement from any liability that should accrue in the event that any public utility company or the Village of Glendale Heights should find it necessary to remove any property, real or personal, from said easement for the purpose of inspection, or repair of any utilities located within or in proximity of said easement, either above or below the surface. It is specifically understood that the Village of Glendale Heights (and/or any other public utility which is entitled to make use of the public utility and drainage easement) shall not be responsible for damage, replacement, or restoration of any structure or building located within said easement.
- 3) The owner(s) shall be held responsible for correcting any damage or reimbursing the Village for any repair work that becomes necessary as a result of the construction and maintenance of the structure.

\_\_\_\_\_  
Property Owner Name (Printed)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

### **Village of Glendale Heights Official Use:**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_  
(Print Name)

Initials: \_\_\_\_\_



## Permit Checklist

- ☐ Permit application.
- ☐ A plat of survey showing the proposed location of the shed.
- ☐ Drawing and material list of the shed.
- ☐ A letter of approval from home owner association, if applicable.
- ☐ Name and address of **licensed and bonded** contractor installing the shed.
- ☐ Call J.U.L.I.E. 1-800-892-0123

**Your permit will not be processed without all of the above items. Please allow a minimum of ten (10) working days for permit review.**

## Final Note

The Property Maintenance Code requires all accessory structures to be maintained. Surfaces are to be kept free from rust, loose and flaking paint chips. Watch out for holes or openings under the shed that may provide a habitat for rodents.

## Mission Statement

The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners.

This brochure contains general information and is not to be used for interpretation of actual village codes. The drawings used in this brochure are intended to aid in the understanding of the zoning ordinance. They are for illustrative purposes only and are not intended to be used for interpretation of actual zoning regulations. Please contact the Department of Community Development during regular business hours regarding specific questions.

### VILLAGE OF GLENDALE HEIGHTS DEPARTMENT OF COMMUNITY DEVELOPMENT

300 Civic Center Plaza  
Glendale Heights, IL 60139  
(630) 260-6030  
(630) 260-1317 fax  
[comdev@glendaleheights.org](mailto:comdev@glendaleheights.org)

# Department of Community Development

## SHEDS

Storage sheds

Building permit requirements

Applicable Building Codes

General regulations

Inspections

Visual key diagram

Permit check list



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Revised: 02/28/19

## Storage Sheds

When additional storage is necessary, the best solution may be to install a shed on your property. With proper planning, your shed can be a long lasting and enjoyable asset to your property. This brochure is intended to assist you with your plans of building a shed. Please remember prior to any excavation, you are required to contact J.U.L.I.E. at 1-800-892-0123 to mark all underground utilities.

## Building Permit Requirements

Permits are required and must be obtained prior to the construction of a new shed. To apply for a building permit, please bring the following to the Department of Community Development.

1. Completed Building Permit Application
2. A plat of survey showing the proposed location of the shed and distance to all lot lines, easements, buildings, and accessory structures.
3. Construction plans or installation booklet of the shed and information on the concrete base, if one is poured.
4. Name and address of the contractor installing the shed. Contractors are required to be licensed and bonded with the Village of Glendale Heights prior to any permits being issued.
5. If you reside in a development governed by a homeowner association, you are required to obtain a letter of approval from the association.

## Applicable Building Codes

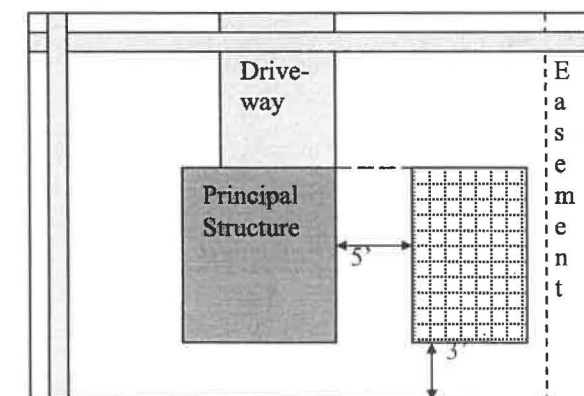
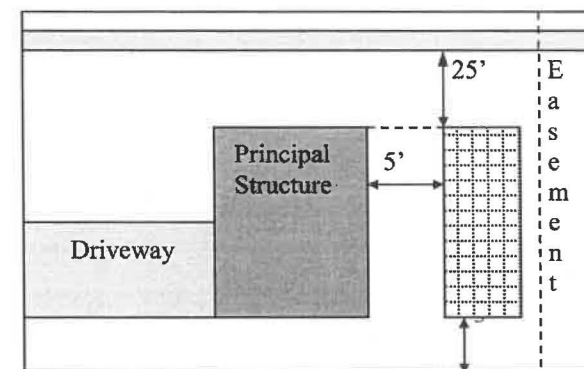
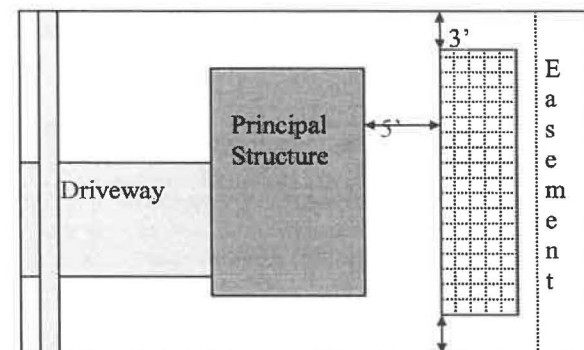
All sheds shall comply with the Village of Glendale Heights Village Code and the Zoning Regulations.

## General Regulations

1. No lot shall have more than one shed.
2. Sheds shall not exceed 200 square feet and 17 feet in height or one story.
3. Sheds are permitted in rear yards only and must be setback a minimum of 3 feet from all property lines and 5 feet from both the principal building and other accessory structures.
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7. 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.
8. Block shimming is not permitted on slopes. Support system is to be solid.
9. Sheds constructed of wooden materials require a minimum of 15 pound felt paper under the shingles

## Inspections

Sheds require a pre-pour inspection, if you are pouring a concrete floor, and a final inspection. **A 24 hour advanced notice is required prior to the final inspection.** The appointment for this inspection can be scheduled by calling the Department of Community Development at (630) 260-6030.



----- = Building set back line



= Denotes legal portion of yard area where a shed may be located.