

## PERMIT CHECK LIST

- 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 prior to any excavation.

YOUR PERMIT WILL NOT BE PROCESSED WITHOUT **ALL** OF THE ABOVE ITEMS. **PLEASE ALLOW A MINIMUM OF FIVE 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.



Village of Glendale Heights

### **Department of Community Development**

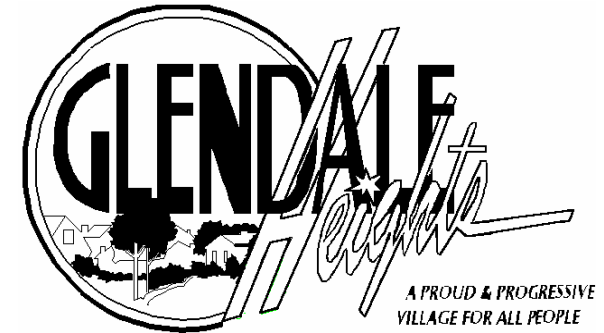
300 Civic Center Plaza  
Glendale Heights, IL 60139  
Phone (630) 260-6030  
Fax (630) 260-1317

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

### *Storage Sheds*



- STORAGE SHEDS
- BUILDING PERMIT REQUIREMENTS
- APPLICABLE BUILDING CODES
- GENERAL REGULATIONS
- INSPECTIONS
- VISUAL KEY DIAGRAM
- PERMIT CHECK LIST

## STORAGE SHEDS

When an 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

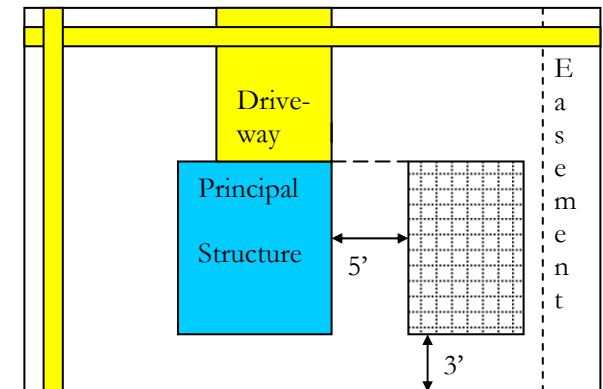
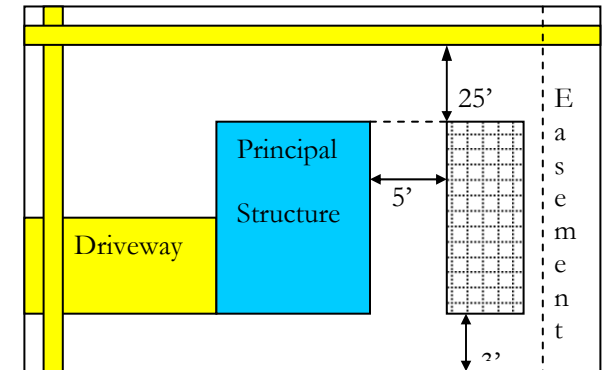
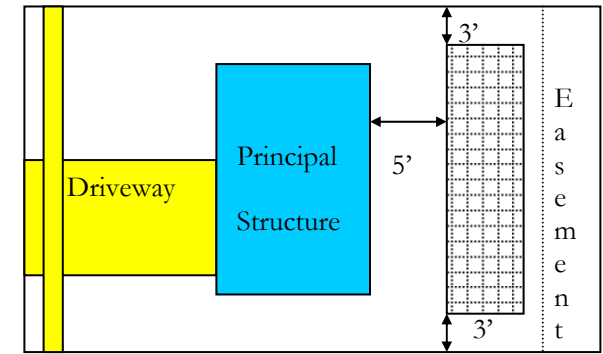
All sheds shall comply with the Village of Glendale Heights Village Code and the Zoning Regulations.

## GENERAL REGULATIONS

- 1) No lot shall have more than one shed.
- 2) Sheds shall not exceed 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.
- 4) Sheds can not be constructed upon any utility or drainage easements.
- 5) Sheds shall not be used for the keeping, preparation, or culture of poultry, pigeons or livestock, or for the storage of motor vehicles, boats or RVs.
- 6) Sheds are required to be anchored at a minimum, in two (2) opposite corners.
- 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.