

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

# SHED PERMIT APPLICATION

## PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## CONTRACTOR INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## OTHER CONTACT INFORMATION (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check):  Property Owner  Contractor  Tenant  
 Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

### For Office Use Only

Submittal Checklist:  Application Complete  Plat of Survey  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# SHED PERMIT WORKSHEET

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## DESCRIPTION

Shed Exterior Dimensions: \_\_\_\_\_ by \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

Distance from House: \_\_\_\_\_ Shed Height: \_\_\_\_\_

Distance from Side Yard: \_\_\_\_\_ Distance from Rear Yard: \_\_\_\_\_

Additional Features:     Gas     Electric     None     Other: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## SUBMITTAL CHECKLIST

Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed structure (with dimensions).

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Village of South Elgin  
**Shed Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

***Zoning:***

1. The total footprint area of all structures (house, pools, sheds, decks, patios, sidewalks, driveways, etc.) on a property cannot exceed a maximum lot coverage determined by the zoning ordinance which is based on total lot size and location of the property. *154.016B*
2. The shed must be at least seven and one half feet from the side and rear lot lines, except in the R-4 district where the side yard setback shall be the same as for the primary structure. *154.045C2a*
3. The shed must be at least ten feet from the principle structure or another accessory structure. *154.045C2c*
4. Sheds or similar buildings shall be located in the rear yards. *154.045C2a*
5. No shed shall be constructed, occupied or established on any public utility, drainage, or pipeline easement. *154.045A6*
6. One shed is allowed per lot. *154.045B2*
7. Overall shed size cannot exceed 150 square feet or 1.5% of the lot area, whichever is less. *154.045C*
8. Maximum height of shed cannot exceed fifteen feet as measured from the peak. *154.045D6b*
9. Additional Homeowner's Association restrictions may apply, see your association if applicable.

***Building:***

1. J.U.L.I.E. (811) must be notified two (2) working days prior to digging.
2. Any area under shed should be blocked off to prevent animal access. *PM302.5*
3. Any gas or electrical features require a separate permit. *RI05.1*
4. The installer is responsible for following manufacturer's specifications.

***Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.***

**PERMIT FEE:**

1. \$30, which includes the required final inspection. Payable when permit is issued.
2. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A final inspection is required when the work is complete.
- Failure to schedule an inspection will result in penalties.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date the permit application
2. Provide a plat of survey (11" x 17" max.) showing all existing **structures** (with dimensions) and indicating the location of the proposed structure (with dimensions).

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.