

# Permitting a Garage

## Detached Garages

### Location

- A detached garage must not be located in any utility or drainage easements.
- A detached garage must be located a minimum of six feet (6') from the rear and side property lines.
- All detached garages shall be limited to 600 sq. ft.
- No dimension shall exceed twenty five feet (25')

The maximum allowable height from grade to the highest point of the roof shall be fifteen feet (15').

### Other Requirements

- A separate driveway permit needs to be obtained from the Engineering Division of the Department of Community Development.
- A separate electrical permit application will need to be completed along with a copy of the electrical license from the electrician.

### Corner Lot

Detached Garages on corner lots must meet the principal building setback on the exposed corner side yard.

### Why Apply for a Permit?

When you apply for a permit, you are assisting the Village in conducting a plan review and the subsequent inspections that will ensure that all structures in the community meet specific safety and quality guidelines.

### The Permit Process

- Obtain a permit application from the Department of Community Development which is located on the main level of the Charles J. Zettek Municipal Building at 901 Wellington Avenue.
- Return the completed application with three (3) copies of your plat of survey to the Department of Community Development. Please refer to submission requirements for additional necessary information.
- After you receive your permit, and at least 48 hours before you begin digging, call JULIE (Joint Utility Locating Information for Excavators) at 1-(800) 892-0123 and the Elk Grove Village Department of Public Works at (847) 734-8800 for utility locations.

### Inspections

Inspections that are **required** at the various stages of the project are:

- **Pre-Pour** - This inspection is conducted to ensure the proper foundation and location of your garage.
- **Framing** - This inspection is to ensure that the garage is constructed in accordance with the approved plans.

- **Electrical** - Electrical inspection shall be required at the time of a framing inspection and before any underground work is concealed.
- **Final** - Upon completion of the garage in order to ensure that construction and restoration of the landscaping has been completed.

### **Requesting Inspections**

To schedule an inspection, contact the Department of Community Development at (847) 357-4220, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Requests for inspections must be made 24 hours in advance. Please have your permit number ready when you call.

### **Permit Submissions Requirements**

In addition to a completed application, all permit submissions are required to include the following information:

- The location of the proposed garage indicated on a plat of survey
- A framing plan for the proposed garage

In most cases your detached garage permit will be issued in ten working days or less. If for some reason this cannot be accomplished you will be given an approximate date when your permit will be issued.

Should you have any additional questions, please call the Department of Community Development at (847) 357-4220. Our offices are open Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.