

# Permitting for a Shed

## Location

- A storage shed must not be located in any utility or drainage easements.
- A storage shed must be located a minimum of two feet (2') from the rear and side property lines.
- A storage shed shall not be located closer than sixty feet (60') to the front lot line.
- The maximum size of a storage shed shall be one hundred fifty (150) square feet in area, and twelve feet (12') in height as measured from the highest finished grade adjacent to the shed to the highest point of the shed.

## Corner Lots

- Sheds 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:

- **Concrete Pre-pour** - If a poured concrete foundation is to be placed under the shed, to verify shed is being constructed in an approved location.
- **Final** - Upon completion of the shed, to ensure that construction has been completed and the shed is in the proper location.

## 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 proposed location of the shed on all copies of the plat of survey

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.