



SHED CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Contractors must obtain a Village Contractors license prior to issuance of permit (No insurance or bond required)
- Copy of contract or proposal.
- Provide shed construction details or a copy of the installation manual.
- Submit a plat of survey clearly identifying the location and dimensions of the proposed shed.
 - The shed shall be located at least two (2') feet from the side lot lines and a minimum of five (5') feet from the rear lot line, unless greater restrictions are present by easements.
 - The shed shall be located a minimum of sixty (60') feet from the front property line(s).
 - The shed shall be located behind the rear line of the principal structure.
 - The maximum size of the shed shall not exceed one hundred and fifty (150) square feet in area with a maximum height of twelve (12') feet from finished grade to the highest point of the shed.
 - A shed with a pitched roof may include eaves, however such shall not extend greater than two (2') feet from the side of the structure.
- Electrical contractor shall provide a letter of intent and a copy of their electrical license (if applicable).
 - Identify receptacle, switch and light locations
 - All receptacles shall be GFCI protected and tamper resistant
- Concrete pad specifications (if applicable).
 - Four (4") inch Portland Cement Concrete- 6 bag mix
 - Two (2") inch minimum aggregate base of compacted CA-6
- Must comply with the following codes:
 - 2024 International Residential Code
 - 2026 National Electrical Code
 - Elk Grove Village Zoning Ordinance

INSPECTIONS:

Inspections must be scheduled online. Login to your account on the online permitting portal to schedule inspections at least 24 hours ahead of time.

- Slab Pre-Pour (if applicable)
- Framing (if applicable)
- Electrical (if applicable)
- Final