

ACCESSORY STRUCTURES - RESIDENTIAL

Decks, Gazebos, Pergolas, Sheds

PERMIT PROCESS

Due to the uniqueness of each accessory structure, there may be additional requirements. This guide is to help the applicant navigate through the permit process. It is the responsibility of the property owner and/or designee to ensure a permit has been secured prior to work commencing and that all required inspections are approved. Currently, all accessory structure permits are submitted via mail or at the Village Hall with online submissions becoming available soon.

STEP 1: Permit Application Submittal

- **Fill out a permit application** in its entirety with signature - www.vbg.org/pa
- **Copy of proposal** with homeowner's signature
- **HOA approval** documentation, if required by your HOA
- **Contractor Registration:** www.vbg.org/contractor
All contractors must be registered in the Village of Buffalo Grove.



□ **Submit plats and plans**

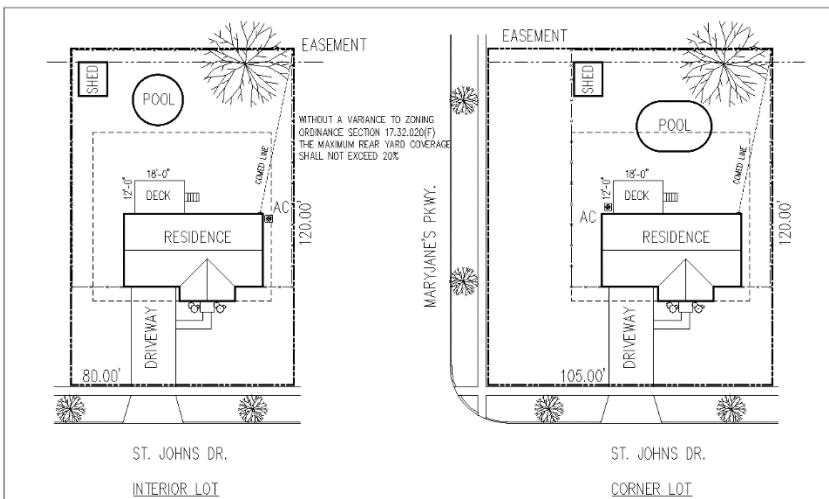
Submit 2 plat copies showing:

- Structure location (highlight)
- Location of overhead/underground ComEd lines and electrical meter
- Note distance from structure to property lines
- *Note: Plats are found within closing papers and with your lending institution.*

Submit 2 copies of construction drawings/ plans showing:

- Provide detailed construction drawings, including type of material and dimensions for all floor, wall and roof members
- Dimensions, square feet, and height for respective structure
- Size of concrete piers (min 42 in below existing grade)
- Type of anchorage, material, size and spacing
- Provide details/methods for connections/fastenings
- Detailed cross section, if applicable
- Ledger size (if applicable), bolt type/size and spacing
- Detailed elevation of stairs, handrails, guardrails and balusters with dimensions
- Any other existing structures with dimensions located in the rear yard

Example:



Construction requirements

- Must be located a minimum 3 ft from the side and 5 ft from the rear property lines. If a shed is located in a side yard, it shall conform to the side yard regulations and cannot project in front of the midpoint of the building.
- When an accessory structure exceeds 200 sq. ft., it shall have a turned down footing to a depth of 12" below grade. The turned down footing shall be 20 inches wide for the full perimeter of the accessory structure or shall be designed/built per ASCE 32.
- The total square footage of all accessory structures in the rear yard cannot exceed 20% of the total rear yard area.
- Wood floor and supporting members shall be of a decay resistant material.
- Ledgers cannot be attached over siding, must be flashed and cannot be attached with nails.
- 3'x3' accessible area is required around electric meter.
- All vegetation must be removed from beneath and ground covered with a minimum of 4 mil polyethylene and gravel.



SPECIFICS:

Deck

- Diagonal bracing is required on decks located 24 in above grade or greater.
- 30" or higher off ground requires rails for decks.

Gazebo/Pergola

- 15' max height and 42 in concrete piers for gazebos and pergolas.

Shed

- Must be located a minimum 3 ft from the side and 5 ft from the rear property lines. If a shed is located in a side yard, it shall conform to the side yard regulations and cannot project in front of the midpoint of the building.
- No shed shall be greater than 15 ft or 1 story in height, whichever is less.
- *Shed Anchorage* - SEC. RE403.1.3 Foundation Anchorage: All sheds shall be anchored to the ground with either concrete piers to a depth of 42 inches below grade or a 4in thick concrete slab over a gravel base.

- The permit packet submitted should include all items listed for review and add any other relevant permit information.
- **Permit Delivery Options for Review** – Mail or drop-off, M-F, 8a-4p.
Village of Buffalo Grove - Attn: Building Dept - 50 Raup Blvd, Buffalo Grove, IL 60089.
Online acceptance is not available at this time for this permit type.



Step 2: Processing and Plan Review

- VBG strives for an average review turnaround time of 5 business days once all required information is provided. However, during high permit season times, April – October, reviews can take up to 10 business days. Permits are reviewed in sequential order. We do not have expedited reviews.
- If any portion of the application is not approved, the applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all the items that need to be addressed before permit issuance. Applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed.
- Once approved, the applicant will be contacted with permit issuance information, fees and payment options.

Step 3: Permit Issuance and Construction Period

- **PERMIT FEE:** \$100.00 (Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible at all times. Permit card must remain posted until final inspections are approved.
- **Contact J.U.L.I.E** 48 hours before digging: (800-892-0123) – www.illinois1call.com
- **Construction Hours:** Weekdays: 7am-7pm- Weekends: 8am-7pm ([Village Code 9.38.037](#)) No materials or dumpsters are to be stored on the street or in the parkway.
- **Any changes to approved plans**, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- **Permit is invalid** if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

Step 4: Inspections

Review permit issuance page for inspection(s).

Email Directives: www.vbg.org/inspections **Inspection Guide**



Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.

Additional Information and Contacts

VBG building permit documents and most permit inquiries can be found at:
www.vbg.org/permits

Specific permit questions that are not under the VBG permit webpage, can be emailed to:
permits@vbg.org

VBG building department shortcuts:
www.vbg.org/shortcuts

