



Detached Garage

GENERAL INFORMATION AND PERMIT PROCESS

A permit is required for a detached garage. Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

- **Permit application** must be completed with contractor(s) list and signed.
- **Copy of the Proposal/Contract**, signed by both parties with detailed scope of work included.
- **Contractor Registration:** www.vbg.org/contractor
All contractors must be registered in the Village of Buffalo Grove, for the respective year.
To check the most recent list of registered contractors, go to www.vbg.org/CL.
- **Provide two (2) copies of the plat of survey** indicating location of the detached garage and dimensions from the detached garage to the property lines. Also, indicate on the plat of survey the location of the main Commonwealth Edison electrical supply line to the house and the location of the electric meter.
- **Provide two (2) copies of the construction drawings** (1/4 in = 1 ft) that include the following information:
 - Foundation plan with dimensions and depth below grade, floor plan with dimensions, and elevations with dimensions indicating the bottom of footing, top of foundation, top of the top plate, and top of ridge line.
 - Size, grade, and spacing of studs, joists, and rafters. Including any structural members and, if applicable, signed and sealed engineered truss drawings.
 - Electrical drawings to include electrical service size, available circuits and number, and size of new electrical circuits.
- **Provide two (2) copies of the signed and sealed Engineering/Grading Plans**
 - Existing and proposed conditions
 - Provide the setback of the addition from the property lines
 - Impervious surface calculations



Step 2: Processing and Plan Review

- Reviews can take up to 10 business days, are reviewed in sequential order and there are no options for expediting 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 Fees:** \$400 Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX
This does not include anything that would require a separate permit, such as windows, electrical panels, etc.
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible. Permit card must remain posted until final inspections are approved.
- **Construction is permitted** on weekdays, 7am-7pm, and on weekends, 8am-7pm. (Village Municipal Code, Section 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.
- **Permit card must be posted** clearly at the property and remain until all inspections have been approved.
- **Underground Utilities** - Call 811 at least a few days before you start any digging project. For more information, visit www.illinois1call.com.

Step 4: Inspections and Completion

www.vbg.org/inspections

Rough Inspections (if applicable)

- Electrical
- Structural
- Insulation



Final inspections (if applicable)

- Electrical
- Structural
- Insulation



CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

Permitted Locations

- *The garage must meet the following requirements:*
 - Detached garages must be a minimum distance of five (5) feet from all property lines
 - Detached garages cannot be located on any easement
 - If the garage is in the side yard, it must comply with requirements for your particular zoning district.
 - Detached garages must be located a minimum distance of ten (10) feet from the principal structure.
 - Detached garages shall not be in a front yard or closer to front lot line than any major building.
- When an alley is provided, and a garage opens onto the alley, the garage shall be located at least three feet from the rear lot line.

Height Restrictions

- All accessory buildings and structures shall comply with the height limitations of the zoning district in which they are located, provided that the accessory building or structure does not exceed the height of the principal building or structure.
- In residential districts, no accessory building or structure shall exceed more than one story or fifteen feet, whichever is less; provided that the accessory building or structure shall not exceed the height of the principal building or structure.

MORE INFORMATION

- www.vbg.org/shortcuts

