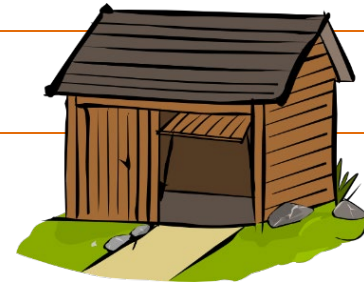


SHEDS



Do I need a permit to install or construct a shed?

- Yes, a permit is required to install or construct a shed, whether it is custom built, a kit or a replacement.

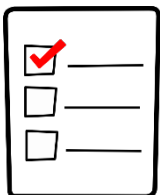
PERMIT PROCESS

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

Submittal Requirements Checklist

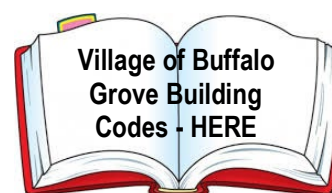
- Completed [Building Permit Application](#) - Permit application must include the valuation of the work and the contractor's name, address and telephone number.
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#).
- For a custom built, kit or replacement shed install:
 - Two (2) copies of Plat of Survey indicating the location and size of the shed and the distance from property lines.
 - Plat of Survey should be clean and legible.
 - Show any other accessory structures in rear yard such as decks, pools, detached garages, gazebos, etc.
 - Provide two (2) copies of the construction drawings (1/4 inch = 1 foot) that includes the following information:
 - All accessory structures shall not cover more than 20% of the rear yard area. They would include but not be limited to pools, decks, gazebos, shed detached garages, etc. (List each separately.)
 - Sheds shall be secured to the ground. Indicate type of anchorage, either a minimum four (4) inch thick concrete slab over four (4) inches of gravel, or piers that are a minimum of forty-two (42) inches below grade. Also indicate method of fastening. The shed must be securely fastened to the concrete slab or the piers.
 - Wood floor and supporting members shall be of a decay resistant material.
 - Provide detailed construction drawings, including type of material and dimensions for all floor, wall and roof members. Indicate *total height* of shed.
 - All sheds, regardless of materials or construction type, are subject to this code.
- Permit payment occurs when permit is picked up.



Step 2: Processing and Plan Review

Review Period: Up to 10 business days

- Plan review time can take anywhere from seven to ten business days. Please keep this in mind for any projected start dates.
- Permits are reviewed in sequential order. The applicant will be contacted with regards to address any issues or a permit ready notification with fees.



Step 3: Permit Issuance



Permit Fee

- The permit fee for a Shed Permit is a flat \$100 per unit.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.
- If you would like to pay online and/or by credit card, please contact the Building Department and an invoice will be sent via email, allowing payment online with the processing fee.
- Approved plans will be given to the applicant at time of issuance if the accessory unit is in a new location.

Step 4: During Construction

General Information

- The permit card must be posted at the property in plain view from the street and remain until all inspections have been approved.
- Approved plans must be kept on site and be available at inspections for units installed in a new location.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the [Village's 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 is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



Step 5: Inspections

Required Inspections: FINAL

- Once the work has been completed, call the *Building Department* at (847) 459-2530 to schedule the final inspection. A *minimum of 48 hours notice* is required for all inspections.
- A final inspection is required within 30 days of the installation date.
- The installation/specification manual, if applicable, shall be on site and readily available for the inspector.
- Please leave permit (weather card/physical permit) and any plans within a resealable, clear bag near the site (identify location when calling in permit inspection).



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.

- All sheds must be located a minimum of five (5) feet from the rear property line and three (3) feet from the side property line and *cannot* be on any easement.
- 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 in height than fifteen (15) feet or one (1) story, whichever is less.
- 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. ([SEC. R403.1.4.1](#))
- *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 4 inch thick concrete over a gravel base.

MORE INFORMATION

- More details/requirements are found in the VBG's Zoning Ordinance ([HERE](#)) and the manufacturer's instruction manual.
- Call the *Building Department* at (847) 459-2530 with any questions.
- All forms and applications can be found at www.vbg.org/bzdownloads.

