



**CITY OF PARK RIDGE**  
**Department of Community Preservation and Development**  
**Building Safety Division**

505 Butler Place, Park Ridge, IL 60068 | Tel 847-318-5291 Fax 847-318-6411  
[www.parkridge.us](http://www.parkridge.us)

## Accessory Structures Guidelines

This handout provides information regarding the application of building permits for accessory structures and required inspections. More specific guidelines are available for detached garages, decks and patios—please consult documents specific to those projects. This handout is for general information purposes only, and is not a substitute for the actual text of codes. If discrepancies arise, the codes shall govern.

### PERMIT APPLICATION CHECKLIST

The following documents and information must be provided at the time of submittal for an accessory structure permit. Failure to submit the appropriate information could result in the application not being accepted or a delay in the issuance of the building permit. ***All documents should be submitted in triplicate.***

\_\_\_\_\_ **City of Park Ridge Building Permit Application.** Please ensure form is signed by the applicant and has all information filled in, including contractors and their contact information. All contractors must be registered with the City. This permit application can be found on line at: <http://www.parkridge.us/assets/1/Documents/Permit%20Application%202010.pdf>

\_\_\_\_\_ **Plat of Survey.** Submit the most recent Plat of Survey prepared for the property. The following information must be indicated and/or annotated on the survey (a separate scaled site plan may also be submitted):

- Location of proposed accessory structure(s) on the lot
- Minimum distances from the proposed accessory structure(s) to the property's rear and side lot lines
- Minimum distance/dimension from principal structure
- Location of easements, vacated alleys

\_\_\_\_\_ **Certification of Plat Accuracy.** Along with the Plat of Survey submit one of the two following certifications:

- **Property Owner's Certification of Present Accuracy of Attached Survey.** This certifies that the survey submitted with the application accurately depicts the current conditions on the property. See: <http://www.parkridge.us/assets/1/Documents/AffidavitSurvey.pdf>

OR

- **Property Owner's Certification Regarding Attached Survey.** This must be submitted if changes to the property, e.g. addition of patio, enlargement of driveway, have been made since the date of the survey. Such additions should be annotated on the survey. Failure to accurately reflect the conditions on the property could result in delay in the permit being issued or stop-work orders being issued after work starts. See: <http://www.parkridge.us/assets/1/Documents/AffidavitSurvey2.pdf>

\_\_\_\_\_ **Zoning Calculations.** A Zoning Calculations worksheet is available from the CP&D Department and can be found on line. For specific submission requirements for various accessory structures, see guidance below. The worksheet can be found online at: [http://www.parkridge.us/assets/1/Documents/ZONING\\_CALCULATIONS\\_5-07.pdf](http://www.parkridge.us/assets/1/Documents/ZONING_CALCULATIONS_5-07.pdf)

\_\_\_\_\_ **Manufacture's installation instructions.** (If applicable.)

\_\_\_\_\_ **Plans.** Plans must indicate:

- Accessory structure dimensions (length, width, height)
- Materials, including exterior materials

## **GENERAL GUIDELINES FOR ACCESSORY STRUCTURES**

The following general guidance on accessory structures is provided, and unless otherwise noted in the guidelines or City codes, applies to all accessory structures. For additional guidance please consult the Article 15, Chapter 10 of the Municipal Code and Section 11.4.A. of the Zoning Ordinance.

- The following accessory structures are exempt from permit and construction code requirements, subject to the following standards: tool, garden and all-purpose sheds, kiosks, playhouses, playground equipment, dog houses and other similar buildings, uses and structures less than 65 square feet in area and less than 8.5 feet (8'6"0 in height).
- An accessory structure cannot be built on a lot prior to the existence of the principal structure. For example, a shed (an accessory structure) could not be built before the house (the primary structure). Likewise, a shed could not be constructed on a vacant lot.
- Detached accessory structures must be located a minimum of ten feet from the principal building.
- Detached accessory structures must be located a minimum of three feet from the rear lot line or side lot line.
- A maximum of two detached accessory structures may be located on a zoning lot. A detached garage shall be included in this total of two. A gazebo may be permitted in addition to two other accessory structures.

## **ADDITIONAL GUIDELINES FOR SPECIFIC ACCESSORY STRUCTURES**

### **Arbors and Trellises, Detached**

- Detached arbors and trellises may encroach into required rear, front and corner side yards by three feet.
- Arbors and trellises are not permitted in interior side yards.
- Each surface of the arbor or trellis shall be at least 50% open.
- Height shall not exceed eight feet; length shall not exceed six feet; and depth shall not three feet.

### **Gazebos and Pergolas, Detached**

- Detached gazebos and pergolas are permitted in the rear yard
- Each surface of the gazebo and pergola shall be at least 25% open.
- Dimensions: Maximum of twelve feet in height as measured from grade to the peak of the roof; the gazebo platform shall be no higher than four feet above grade; gazebo shall not exceed 120 square feet in area.
- Gazebos and pergolas shall be set back a minimum of five feet from any lot line.
- Zoning calculation worksheet: For gazebos, complete the lot coverage and open space sections of the Zoning Calculations worksheet; for pergolas, the open space calculations should be completed.

### **Retaining Walls**

- If the face of a building is within 15 feet of a retaining wall, the height of the retaining wall shall be included in the building height calculation. The combination of the retaining wall height and the remainder of the building height above the wall shall not exceed the maximum building height limitation.
- Must be located at least five feet from any property line and shall not encroach into the required front yard or any public right-of way.
- Retaining walls, including the terracing of retaining walls for landscaping effect, shall be limited to two feet in height. Retaining walls over two feet in height shall be permitted only if approved by the City Engineer.

### **Sheds and Private Greenhouses**

- Sheds and private greenhouses are prohibited within the required front, corner side, reverse corner side or interior side yard of any lot.
- Sheds and private greenhouses must be at least three feet from any side or rear lot line.
- The maximum height of any shed or private greenhouse shall be 12 feet.
- No shed or private greenhouse shall exceed 120 square feet.
- Zoning calculation worksheets: complete and submit the lot coverage and open space worksheets

### **APPLICABLE CODES**

2015 International Residential Code (IBC 2015 for commercial)

2015 International Mechanical Code

2015 International Fuel Gas Code

2015 International Energy Conservation Code

2014 National Electric Code

City of Park Ridge Municipal and Zoning Codes at [https://www.municode.com/library/il/park\\_ridge](https://www.municode.com/library/il/park_ridge)

### **INSPECTIONS**

In many instances there is only one inspection for accessory structures: a final inspection once the project is completed. Please be sure to call the CP&D Department to arrange the final inspection; otherwise we will be unable to close-out your project. In addition to final inspections, the following are required:

- For sheds or other structures with a concrete foundation or pavers, an inspection is required prior to pouring concrete or installing pavers.

*Accessory Structures Guidelines*

*2017 Sep 06*

*File: 312*

- For gazebos, pergolas, arbors and trellises, a footing inspection is required prior to pouring concrete for the posts;
- For any structure with electrical connections, a final electrical inspection is required; if the electrical line is to be buried, a rough electrical inspection is also required.
- For retaining walls, consult the CP&D Department for specific guidance.

Construction documents (approved site copies) shall be available at all times on the job site.

**Inspections can be scheduled by visiting the Community Preservation & Development Department (2<sup>nd</sup> floor, City Hall) or by calling: 847-318-5291**

#### **OTHER GUIDELINES**

See the City's website or contact CP&D staff to obtain more specific guidelines on fire pits, decks, patios and detached garages.



**CALL JULIE BEFORE YOU DIG—IT'S A FREE SERVICE**

**CALL 811 OR 1-800-892-0123 TO PLACE A LOCATE REQUEST**

You may be surprised by what's buried in your yard. That's because most electric, gas, water, sewer and telecommunications companies are delivering utility services underground. To avoid personal injury and damage to those underground lines, state law requires you to contact JULIE before any digging project, regardless of the project size or depth. **Both the call and JULIE's services are free.**

You can prevent injury and avoid damage by following these four important steps:

- Call or Click before you dig
- Wait the required amount of time (*two working days after your phone call*)
- Respect the marks
- Dig with care

Notify JULIE if you are doing any of the following projects: DECKS & PATIOS, TREES & SHRUBS, SHEDS, SIGNS, TENTS, FENCES, MAILBOX POSTS, HOME ADDITIONS, GARDENS, SWIMMING POOLS, LANDSCAPING

For JULIE's free homeowner's guide to digging projects:

[http://www.illinois1call.com/images/pdfs/JULIE-homeowners\\_guide.pdf](http://www.illinois1call.com/images/pdfs/JULIE-homeowners_guide.pdf)

*Accessory Structures Guidelines*

*2017 Sep 06*

*File: 312*