

# Shed Permit Application

Village of Shorewood Building Division  
 One Towne Center Blvd., Shorewood, IL 60404  
 Phone (815) 553-2310 • Fax (815) 744-6766



## SUBMISSION CHECKLIST: Complete this application and attach the following:

- 1) Plat of Survey – Draw shed (and electrical or gas line plans) on plat indicating exact dimensions AND setback distance from all property lines, structures, easements, flood zones/B lots, and all utility lines.
  - 2) Shed Contract – Copy of the contract/proposal from the shed contractor.
  - 3) Shed Specifications – Brochure (if pre-manufactured) or detailed drawing (if stick built) indicating the material, size, framing, and anchoring for the shed.
  - 4) Homeowner Association’s Approval – Copy of written approval (if required).
- **Review Time: Please allow a minimum of seven (7) business days** for processing and note that incomplete submissions will extend the review time. Applications are processed in the order in which they are received and will be reviewed for building and zoning code compliance. Shed regulations are on our website [www.vil.shorewood.il.us](http://www.vil.shorewood.il.us) under Title 10, Chapter 3, Section 11.
  - **Permit Fee: \$50, Gas or electric lines add an additional \$25.** When the review is approved, the applicant will be notified, and permit fees can be paid at permit pick up with cash, check made payable to the Village of Shorewood, or credit (service fee applies).

### APPLICANT & OWNER INFORMATION

APPLICANT (Contact) Name:	APPLICANT Phone:
PROPERTY OWNER Name:	PROPERTY OWNER Phone:
ADDRESS where work is to be done:	
IS THIS A CORNER LOT? ***** Corner lot sheds are not allowed to be built beyond the building set back lines (B.S.L.) as shown on plat*****	

**NOTE: If you are not the legal owner of the property:** If you have contracted to purchase new construction, a permit will not be released until an occupancy certificate has been issued. If you are renting the premises, a letter of authorization to install a pool must be submitted by the property owners directly to the Building Division.

### CONTRACTORS \*\*\*Please note all contractors **must** be licensed with Shorewood PRIOR to permit release\*\*\*

Shed Contractor:	Phone:
Concrete Contractor:	Phone:
Electrical Contractor:	Phone:
Gas Contractor:	Phone:

**THE FOLLOWING MUST BE COMPLETED FOR REVIEW OF APPLICATION:**

1. Type of Installation:  Pre-Manufactured Shed  Stick Built Shed

2. Size of Shed: \_\_\_\_\_ ft x \_\_\_\_\_ ft x \_\_\_\_\_ ft tall

3. Is any portion of the shed proposed to be in a flood zone? \_\_\_\_\_Yes \_\_\_\_\_No

**If yes,** your application will require engineering approval and will be forwarded to the Resident Engineer.

4. Is any portion of the shed proposed to be in a gas pipeline easement? \_\_\_\_\_Yes \_\_\_\_\_No

**If yes,** attach a copy of an authorization letter from the pipeline authority.

5. Is there a septic field located on the property? \_\_\_\_\_Yes \_\_\_\_\_No

**If yes,** attach a copy of the Will County Health Department approval for the shed location.

6. Is any portion of the proposed shed located in any easements? \_\_\_\_\_Yes \_\_\_\_\_No

**If yes,** attach a copy of an authorization letter from each utility company within the easement.

7. Is there any areas that will be regraded? \_\_\_\_\_Yes \_\_\_\_\_No

**If yes,** attach plans, signed and sealed by an Illinois registered Professional Engineer.

8. The shed will be located:

_____ Feet from House	_____ Feet from an Accessory Structure(s)
_____ Feet from the RIGHT SIDE Property Line	_____ Feet from the LEFT SIDE Property Line
_____ Feet from the ComEd Electrical Line	_____ Feet from the REAR Property Line
_____ (Corner Lot) Feet from the CORNER SIDE Building Setback Line	

9. What base will the shed be placed on?  Concrete  Gravel  Pavers  Treated lumber

10. How will the shed be anchored? (minimum 2 required)  Anchor bolts  Earth augers

11. Will electrical be added? \_\_\_\_\_Yes \_\_\_\_\_No

**(All conductors must be copper. No Romex. Follow 2011 NEC)**

**If yes,** what material will be used? \_\_\_\_\_

At what depth will the electrical lines be installed? \_\_\_\_\_

Will a contractor be installing the electrical? \_\_\_\_\_Yes \_\_\_\_\_No

12. Will gas be added? \_\_\_\_\_Yes \_\_\_\_\_No

**(NO underground joints.)**

**If yes,** will the existing gas meter be sufficient to support the extra supply? \_\_\_\_\_Yes \_\_\_\_\_No

**Above Ground:**  Anodeless Risers  Corrosive Resistance Protective Coating over Metallics

**If metallic,** what type of piping/coating will be used? \_\_\_\_\_

**Underground:**  PE Plastic Piping  CSST  Other

**If other,** describe in detail: \_\_\_\_\_

**At what depth** will the gas line be installed? \_\_\_\_\_

13. What is the overall cost of the project? \$ \_\_\_\_\_ (ATTACH COPY OF SALES ORDER)

14. Construction:

Rafter Size: \_\_\_\_\_ x \_\_\_\_\_ Ridge Size: \_\_\_\_\_ x \_\_\_\_\_ Hip Size: \_\_\_\_\_ x \_\_\_\_\_

Rafter Tie: \_\_\_\_\_ x \_\_\_\_\_ O.C. Roof Sheathing: \_\_\_\_\_ x \_\_\_\_\_

Roof Cover: \_\_\_\_\_ x \_\_\_\_\_ Wall Height: \_\_\_\_\_ x \_\_\_\_\_

Wall Sheathing: \_\_\_\_\_ x \_\_\_\_\_ Siding: \_\_\_\_\_

Stud Size: \_\_\_\_\_ x \_\_\_\_\_ Stud Spacing: \_\_\_\_\_ on center

**CERTIFICATION:**

I agree to conform to all applicable codes, inspection requirements, laws and ordinances of this jurisdiction. I understand a field verification of shed location and J.U.L.I.E. lines is required **PRIOR** to release of any permits and starting any work **if a plat of survey is not provided**. Once the permit is released, inspections will be required prior to covering underground gas or electrical lines (if applicable), prior to pouring any concrete (if applicable), and in all cases, a final inspection is required after all anchoring has been done.

**Signature of Applicant:**

**Print Name:**

**Date:**

\_\_\_\_\_  
Authorized Agent hereby certifies that the proposed work is authorized by the owner of record and he/she has been authorized by the owner to make this application as his/her authorized agent. Attach copy of signed contract.

## Shed Guidelines

Building codes establish the minimum health and safety requirements for sheds. The applicable code requirements for these installations are summarized in the guidelines below and must be indicated completely and accurately on the plans submitted for permit and included in the work. The list below only represents the most typical requirements and is not all inclusive of all potential requirements. The nature and extent of work may require additional compliance in plans not listed for permit plan approval. Please refer to the full text of the code sections (in parentheses) to insure that the proposed design is complete and accurate. You can assist the Building Division and prevent delays in issuing your permit by submitting sufficient and correct information for each applicable item.

- Shed Permit:** Required **PRIOR** to beginning construction or installation to ensure the location, size and materials used will be according to the health and safety requirements set forth in the building and Village codes. It is encouraged to thoroughly review all requirements, and ask any questions, before making any purchases.
- Plat of survey:** Required showing location, size of shed and the distance from all property lines/primary structure/flood plains/pipeline easements/septic fields/B lots. Equipment location should also be indicated.
- Shed Brochure or Plan:** Attach brochures and plans indicating the material, size, framing, connections, anchoring, and design of the shed. Manufacturers specifications are required for review against the building code.
- Homeowner's Association:** Approval is required in writing indicating the proposed installation is permissible. Permits will not be released without it.
- Set back requirements:** Sheds must maintain a minimum of 5 feet away from any rear and interior side property line, provided there aren't any easements greater than 5 feet, and not closer than 10 feet from the nearest wall of the principal building. If the property is a corner lot, the shed must also be placed behind the Building Setback Line (B.S.L.) as indicated on the plat of survey. Sheds are only permissible in the rear yard.
- Lot Coverage:** Percentage Of Required Yard Occupied: Detached accessory buildings or structures shall not occupy more than twenty five percent (25%) of the area of a required rear yard. (Village Code, 10-3-11-E)
- Easements:** Sheds shall **NOT** be located within any easement, including gas pipeline easements or designated flood routes/B lots.
- Height:** The maximum height shall not exceed 15 feet.
- Foundation:** A concrete foundation is not required, but is recommended. If using concrete, the base for the shed slab shall be a minimum of 4 inches of well compacted, ¾" stone (clean or crushed -NO pea gravel), and the slab thickness shall be 4 inches. Shed slabs shall include 6" x 6" welded wire or fiber mesh.
- Anchoring:** Sheds must be secured/anchored by some approved method. A minimum of 2 earth augers or 2 anchor bolts must be secured on opposite corners prior to scheduling the final inspection.
- Electrical:** Rigid metal, non-corrosive/galvanized conduit or PVC is acceptable. 18 inches deep for PVC, or 6 inches for rigid metallic conduit. Schedule 80 is

preferred/recommended, but schedule 40 is allowed if it is rated for underground. All conductors must be copper. Romex is NOT allowed. If electric is installed, please indicate so at the time of application. Grounding in conduit should include #12 AWG copper cable. (See below for additional information.) GFCI outlets should be located anywhere on the exterior of the home. GFCI receptacles shall be located a minimum of 6 feet from and not more than 20 feet from the inside wall of pools and outdoor spas and hot tubs.

**Gas:**

Anodeless Risers or corrosive resistance protective coating over metallic is acceptable. Pipe protected coatings and wrappings shall be approved for the application and shall be factory applied. Uncoated threaded or socket welded joints shall NOT be used where corrosion is known to occur. (G2415.11.1&.2) Minimum of 8" deep. One continuous length of PE Pipe, and two above ground joints. NO underground joints. If using CSST (corrugated stainless steel tubing), a copy of the CSST certification, the Qualified Installer Card, will be required to ensure it is installed to their specifications. (G2415.2) Before any system of piping is put in service or concealed/backfilled, it shall be tested to ensure that it is gas tight. Testing, inspection and purging of piping systems shall comply with code G2417. Gas pipe must have pressure gauge on for testing at the time of inspection.

**Protection Against Corrosion:**

Metallic piping or tubing exposed to corrosive action, such as soil condition or moisture, shall be protected in an approved manner.

**Inspections:**

Once approved and the permit is released, inspections will be required prior to pouring concrete or filling post holes (if on piers), prior to covering underground gas or electrical lines (gas pipe must have pressure gauge on for testing at the time of inspection.), and in all cases a final inspection is required. (Inspections will vary based on individual projects.)