

# 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) Copy of Plat of Survey –Draw shed (and electrical or gas line plans) on plat and indicate exact dimensions and setbacks from all property lines, structures and buildings, flood plains, gas pipeline easements, and septic fields.
- 2) Attach a detailed description of electrical or gas line locations to be run (if applicable).
- 3) Copy of the contract/proposal with the shed contractor.
- 4) Brochures/plans/specifications indicating the material, size, framing, and anchoring for the shed.
- 5) Homeowner’s Association’s written approval (if applicable).
- 6) Payment (to be provided at permit pick up): credit, cash or check made out to Village of Shorewood. (Credit/debit payments have service fees (cost based) that will be added on by the payment processor.)  
 SHED FLAT RATE \$50.00    ADDITIONAL GAS/ELECTRICAL LINES \$25.00

- Please allow a **minimum of one week** for processing. Applications are processed in the order in which they are received and undergo building & village code plan reviews. Incomplete submissions will extend the review time.
- Shed regulations are on our website [www.vil.shorewood.il.us](http://www.vil.shorewood.il.us) Title 10, Chapter 3, Section 11.
- When the review/permit is complete and approved, the applicant will be notified.

### 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? ***** On corner lots sheds are not allowed to be built beyond the building set back lines (B.S.L.)*****	

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

Carpenter Contractor:	Phone:
Electrical Contractor:	Phone:
Concrete Contractor:	Phone:

- \*If you are not the legal owner of the property and are renting the premises, a letter of approval to install a shed must be mailed by the property owner to the Village of Shorewood, Building & Zoning Division.
- \*If the property has not obtained a Certificate of Occupancy, and you are not the legal owner of the property due to new construction, a permit will not be released until occupancy has been released.

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

- 1. Type of Installation: \_\_\_\_\_ Pre-Manufactured Shed \_\_\_\_\_ Stick Built Shed
- 2. Size of Shed: \_\_\_\_\_ Feet x \_\_\_\_\_ Feet x \_\_\_\_\_ Feet tall
- 3. Are you in a flood zone or located near a gas pipeline easement? (See plat) \_\_\_\_\_ Yes \_\_\_\_\_ No
- 4. Is there a septic field located on the property? \_\_\_\_\_ Yes \_\_\_\_\_ No
- 5. Will grading need to be altered?: \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, do you have engineered grading plans? \_\_\_\_\_ Yes \_\_\_\_\_ No

- 6. Is the shed located in any easements? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes**, do you have written approval from all utility line companies allowing the shed to be installed in the easement? \_\_\_\_\_ Yes \_\_\_\_\_ No

- 7. The shed will be located:

\_\_\_\_\_ Feet from the wall of the home  
\_\_\_\_\_ Feet from the rear property line  
\_\_\_\_\_ Feet from the side property line & \_\_\_\_\_ feet from opposing side property line  
\_\_\_\_\_ Feet from the ComEd line  
\_\_\_\_\_ Feet from an accessory structure (if applicable)

- 8. What type of floor will be used? \_\_\_\_\_
- 9. What will the shed be placed over (bearing weight on)? \_\_\_\_\_
- 10. How will the shed be anchored? \_\_\_\_\_
- 11. Will electrical be added? \_\_\_\_\_ Yes \_\_\_\_\_ No

**(Please Note: All conductors must be copper. No Romex is allowed.)**

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

- 13. 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

**INSPECTIONS ARE REQUIRED:** 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.

**APPLICANT SIGNATURE**

**PRINT NAME**

**DATE**

\_\_\_\_\_  
Applicant is responsible to comply with Municipal Code and inspection requirements. Authorized Agent hereby certifies that the proposed work is authorized by the owner of record and has been authorized by the owner to make this application as their agent. Attach signed contract.

## Requirements

**The following general information relates to your building permit application, the materials required and the basic construction of all storage sheds within the Village limits. *You can assist the Building Department and prevent delays in issuing your permit by submitting the correct information for each item.***

- Shed Permit: Required prior to beginning construction.
- Plat of survey: Required showing location, size of shed and the distance from all property lines, structures /buildings, flood plains, gas pipeline easements, and septic fields.
- Set back requirements: Maintain a minimum of 5 feet from any rear or interior property line and not closer to 10 feet from the nearest wall of the principal building or structure.
- Easements: No shed shall be located within any easement or designated flood routes.
- Shed brochure or plan: Attach a brochure or plan indicating the material, size, framing, and design of shed or complete the attached illustration showing the same information.
- Height: The maximum height shall not exceed 15'0".
- Total building area: Detached accessory building or structures shall not occupy more than 25% of the required rear yard.
- Foundation: A concrete foundation is not required but is recommended. Indicate what the shed will bear on and how the shed will be secured/anchored down. 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.
- Electrical: Electric is not required, but if installed please indicate so at the time of application or obtain a separate permit at a later date. Inspections are required.
- Inspections: If a concrete floor or piers are used a pre-pour inspection is required. If electrical is being installed, an open trench inspection is required prior to backfill. In all cases a final inspection is required when completed. If a shed is being stick-built a rough framing inspection is also required.