

**PERMIT & INSPECTION GUIDELINES:
RESIDENTIAL ACCESSORY STRUCTURES- SHED, GAZEBO, PERGOLA**

A building permit is required for a residential accessory structure. This permit covers construction related to sheds, gazebos, and pergolas. If the structure will be attached to the home, you must apply for an *Alteration/Remodel (Residential)* permit.

Application Process:

1. Visit the City's online Customer Self Service (CSS) portal: <https://www.desplainesil.gov/css>
2. Click on **Login or Register** to create an account (if necessary)
3. Click on **Apply**
4. Search for and select **Accessory Structure – Shed, Gazebo, Pergola (Residential)**
5. Fill out the required fields and click **Submit**

Submittal Requirements:

Include the following information and exhibits with your permit application:

- Contact Information:
 - Property Owner: name, email, phone number
 - Contractor: company name, email, phone number, copy of contractor license
- More Information: Additional information may be required by the Chief Building Official
- Attachments: Please include the following information on your required documents:
 - Plat of Survey: Upload a Plat of Survey with the location and dimensions of the accessory structure to be installed. Also indicate the distance from all property lines and other structures. The Plat of Survey should be current, showing all the buildings and any other accessory structures.
 - Construction Plans: If building an accessory structure, upload a set of Construction Plans that include but not limited to framing layouts, framing member sizes, framing wood species and grade, connections details and elevations. If your accessory structure is a shed, the following additional information is required: base floor information, how shed will be anchored, framing of the floor, walls and roof.
 - Product Details: For prefabricated structures upload Product Details from the manufacturer outlining installation.
 - Signed Contract: Upload a Signed Contract for the work if it is being completed by a contractor. All contractors must be added to the application and registered with the city.
- See [Section 12-8-1](#) for additional requirements

Fees: A permit fee for a shed is \$50.00. The permit fee for a gazebo or pergola is \$100.00. After review and approval of your submission, permit fees will be invoiced and emailed to the billing contact.

Inspection Requirements:

- To schedule an inspection, call the Building Division at 847.391.5382 from 8:30am – 4pm
- Required Inspections: **Pre-Pour/Base Inspection & Final Inspection**



Contact:

Questions? Call the Building Division at 847.391.5380 or email permits@desplainesil.gov

Work Hours:

Work is permitted 7:00a to 7:00p Monday through Saturday; 10:00a to 6:00p on Sunday & Holidays

Relevant Enforced Codes:

- 2021 International Building Code (ICC)
- 2021 International Residential Code (IRC)
- 2024 International Energy Conservation Code (IECC)

Key Design Considerations: Designs must include, but are not limited to, the following requirements:

Placement

- Residential accessory structures cannot be located within 5 feet of the property line or on any easements.

Area, Quantity, and Height:

- The maximum allowed area is 225 square feet.
- Accessory structures cannot be taller than the principal structure and the maximum height cannot exceed 15 feet in height.
- The maximum number of accessory structures allowed on each property is two, including a detached garage or carport. Properties with an existing detached garage or carport are only allowed one accessory structure.

Other Regulations:

- Sheds may be placed on a minimum 4" thick concrete slab or on a minimum 4" gravel base. The shed must be anchored to the slab or gravel base.
- Properties in the R-1 district cannot exceed 60% rear yard lot coverage.