

## Residential Accessory Structures

(Shed, gazebo, or pergola)

Apply online for building permits at [www.desplainesil.gov/buildingpermits](http://www.desplainesil.gov/buildingpermits). In the Customer Self Service Portal after registering or signing in select **Apply**. Search for or select **Accessory Structure – Shed, Gazebo, Pergola (Residential)** and complete the application. **If the structure will be attached to the home, you must apply for an *Alteration/Remodel (Residential)* permit.**

### Submittal Requirements:

- 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. (See **Residential Accessory Structures Example Site Plan**)
- If designing & 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.
- For prefabricated structures upload Product Details from the manufacturer outlining installation.
- 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.

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### Key Requirements:

#### Permitted Locations and Setbacks:

- 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.

**The information presented in this handout is not all inclusive. Please refer to Zoning Ordinance Section 12-8-1 or contact zoning staff at [zoning@desplainesil.gov](mailto:zoning@desplainesil.gov)**

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**Permit Fees:**

A permit fee 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.

**Inspections:**

Call 847-391-5382 to schedule inspections. At least two (2) inspections are required: a ***Pre-Pour/Base Inspection*** and a ***Final Inspection*** when the work is completed.

**Work Hours:**

Work is permitted 7 a.m. to 7p.m. Monday through Saturday; 10 a.m. to 6 p.m. on Sunday.

**Other Guidance:**

Call JULIE, Joint Utility Locating Information for Excavators, at 1-800-892-0123 for utility line information. JULIE is a free service.

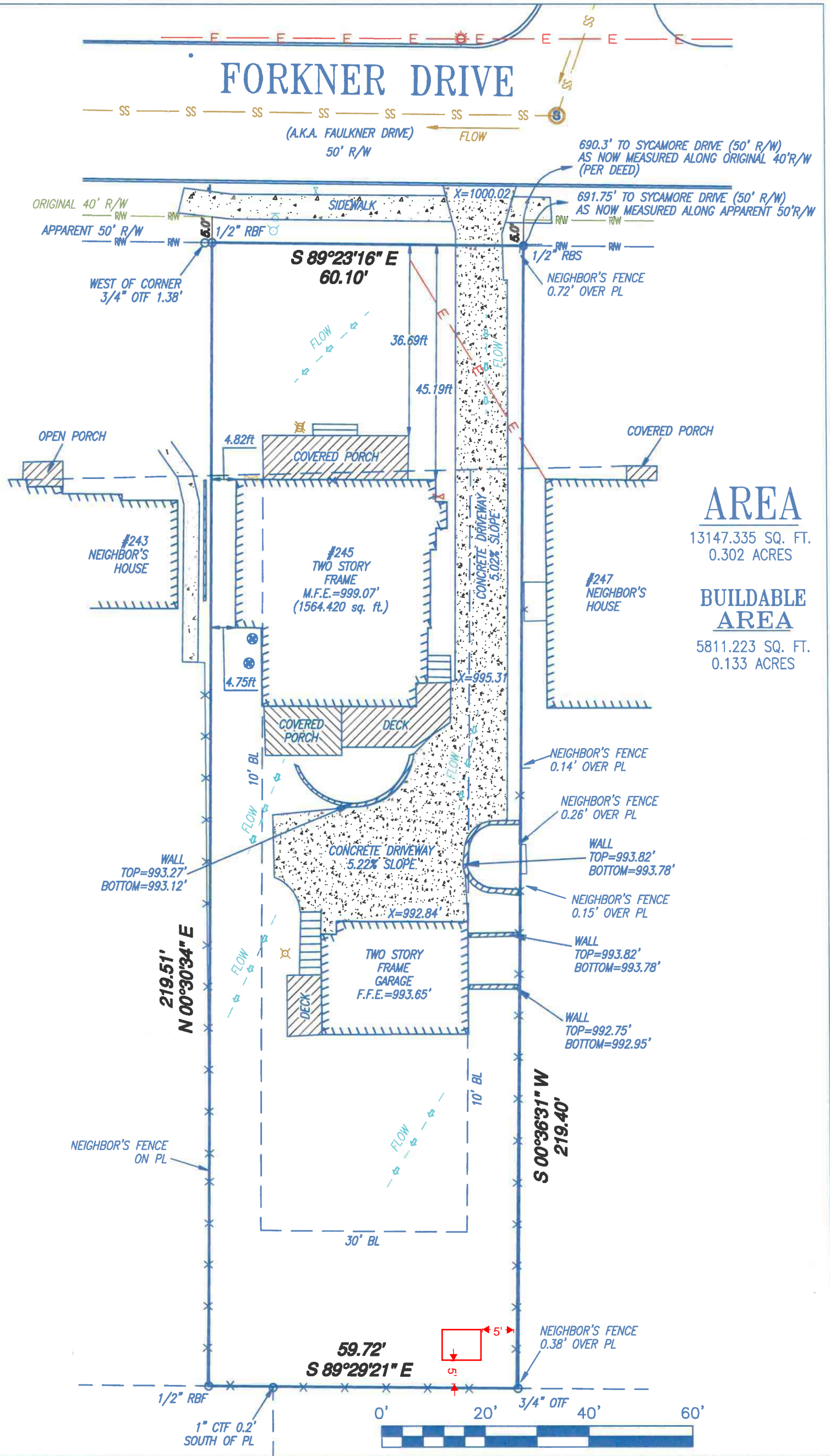
Be advised that the above-mentioned are guidelines. Each permit is treated individually, and certain other requirements may apply. Once the above-mentioned information is submitted, the correct determination can be made. Any exceptions to the above may require a Variation.

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# LEGEND

These standard symbols may be found in the drawing.

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**AREA**  
13147.335 SQ. FT.  
0.302 ACRES

**BUILDABLE AREA**  
5811.223 SQ. FT.  
0.133 ACRES



SURVEY PLAT FOR:

#245 FORKNER DRIVE

DATE: 3/14/11

SCALE: 20'

# JOHN DOE

JOB NUMBER

DRAWING NUMBER