



BUILDING & INSPECTIONS DIVISION

200 East Wood Street • Palatine, IL 60067-5339
Telephone (847) 359-9042
www.palatine.il.us

2019 EXPRESS PERMIT APPLICATION DETACHED SHED 100 sq. ft. or less only

PRINT CLEARLY. ILLEGIBLE AND/OR INCOMPLETE APPLICATIONS WILL BE RETURNED (this is a two sided application)

Property/Owner Information check if applicant

Project Address:
Owner Name: Day Phone: Eve Phone:
Owner Address: City: State: Zip:
Email Address:

Contractor Information (if applicable) check if applicant

Company Name:
Address: City: State: Zip:
Contact Name: Bus Phone: 24 Hr Phone:
Email Address:

Table with columns for Office Use: Planning/zoning, Building, Engineering. Includes rows for Approved by, Date, Registered, Bond, and Date Issued.

CONSTRUCTION REQUIREMENTS:

- When storage sheds are built on other than concrete floors, the perimeter of the shed shall be constructed in a manner to discourage rodents from building nests under the structure.
Regardless of the weight or size of the shed, it must be anchored to the ground by using anchors, posts, or a method approved by the Village of Palatine.
If the shed is built on a wooden floor, the floor shall be constructed of pressure treated lumber or of a decay resistant species of lumber such as cedar.
If a concrete floor is installed for the shed, the requirements shall be 4 inches of concrete over 4 inches of compacted fill.

ZONING REQUIREMENTS:

- A maximum height of fifteen (15) feet as measured from the ground level to the mean height between the eave and ridge of a roof.
A detached shed cannot be constructed on utility easements without the written permission of all utility companies. It should be noted that if permission is granted by the utility companies and a patio and/or sidewalk is constructed over an existing easement, the property owner is responsible for replacing the patio and/or sidewalk if damaged by utility companies gaining access.
All sheds must be located in either the rear or side yards and be situated a minimum of ten (10) feet from the principal structure. In addition, sheds must be located a minimum of five (5) feet from all side and rear lot lines, not in the easements.
If a rear lot line of a lot abuts the side lot line of a front yard of an adjacent lot, a shed must be setback a minimum of twenty (20) feet from the rear lot line.
A shed cannot encroach upon the side yard of a corner lot which is adjacent to the street. In addition, a shed cannot encroach upon the corner side yard setback in a rear yard of a corner lot adjacent to the street.
No portion of a shed shall overhang or be located in an easement.
Ground floor area

Rear yards: The ground floor area of all accessory structures located in a rear yard shall not exceed the lesser of:
i. Twenty (20) percent of the area of such rear yard or;
ii. Seven hundred (700) square feet
iii. Fifty percent (50) of the floor area of the principal structure

Side yards: Maximum size is 150 square feet

Please be sure to read and sign on following page

Office Use



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APPLICATION
DETACHED SHED
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SUBMITTAL REQUIREMENTS

- Express permits for detached sheds are limited up to and including 100 s.f. in size. If larger, you are required to apply for a standard building permit.
- For construction located in a utility easement, letters of approval from the utility companies must be submitted.
- Completed application and copy of signed contract.
- Three copies of fully dimensioned plat of survey and signed plat of survey accuracy affidavit form.
- Indicate on plat of survey location of shed and all setbacks to lot lines. Indicate floor material on plat of survey.
- Express permits require a 3 day plan review.
- The permit fee is \$66.00. The permit is good for 90 days from date of issuance.
- Contractor must be registered and bonded with the Village.

INSPECTIONS

- Contractor or homeowner to be on site with stamped approved "job copy"
- Please call the Building Division at (847) 359-9042 at least 24 hours in advance to schedule an inspection.

The following inspections are required:

- Concrete prepour inspection– prior to concrete pour if concrete slab is constructed.
- Final inspection - when job is complete.

ADDITIONAL INFORMATION

Homeowner's Associations (HOA) may have covenants, conditions and restrictions that are more restrictive than the Village of Palatine's Zoning Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their Homeowner's Association for any construction proposed under this building permit. The Village does not require HOA approval prior to issuing a permit.

Signatures

I hereby certify to the correctness and accuracy of this application and all submitted information and agree to perform the above construction in strict compliance with all provisions of the Village of Palatine code of ordinances. It is my understanding that no error or omission in either the plans or application, whether said plans or application has been approved by the Community Services Department or not, shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of the Village relating therein. In addition, I hereby authorize the above listed contractors to perform all work necessary to complete the requirements of this permit. I also understand that the Code Official upon presentation of proper credentials may enter at reasonable times any building, structure or premises in the jurisdiction to perform any duty imposed upon him by such ordinances. Having read this application, the information handout, and fully understanding the intent thereof, I declare that the statements made are true to the best of my knowledge and belief.

PROPERTY OWNERS SIGNATURE REQUIRED ON ALL APPLICATIONS AND CONTRACTS

Owner

Print Name: _____ Signature: _____ Date _____

Check if applicant

Contractor (Only required if applying for permit)

Print Name: _____ Signature: _____ Date _____

Check if applicant



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**2019 PLAT OF SURVEY
AFFIDAVIT
REQUIREMENTS
1 OF 2**

**PROPERTY OWNER'S AFFIDAVIT OF PRESENT
ACCURACY OF ATTACHED PLAT OF SURVEY**

LEGAL DESCRIPTION: (ATTACHED SURVEY)

I am the owner of record, of the property with the legal description as stated on the attached plat of survey. I hereby affirm that the survey attached hereto is the survey for said property, and that the attached survey accurately depicts the current conditions with all existing improvements to the property as of the date of this affidavit and provides the information as required per the **Submission Requirements for Zoning Review** (see other side).

In addition, I know of no assertion being made by any adjoining owner or by myself against them, as to the location of the property boundary lines or disputes as to occupancy of any portion of my property or their property.

I fully understand that in the event the attached survey does not accurately depict all existing improvements made to the property as of today's date, the Village of Palatine may elect to reject this plan and the permit for which I am applying shall not be approved (or work in progress pursuant to the permit will be stopped) until an accurate survey has been received and approved by the Village of Palatine.

PROPERTY OWNERS SIGNATURE REQUIRED ON ALL APPLICATIONS AND CONTRACTS

CERTIFIED BY:

Property Owner Signature: _____

Date: _____

Please Print: _____

Property Address: _____

PIN #: _____

For Office Use Only

Permit Number: _____

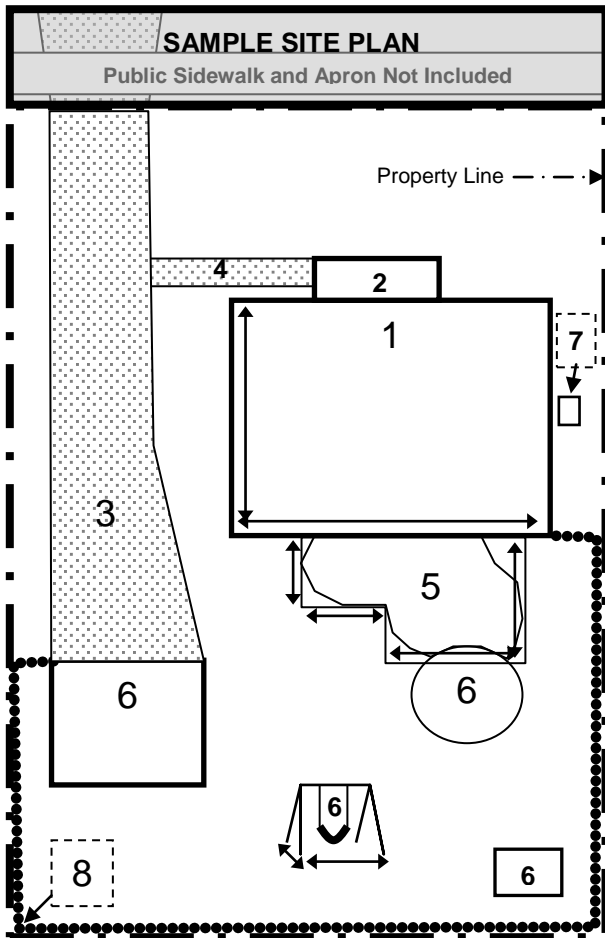
Clerk Initials: _____

SEE OTHER SIDE

Submission Requirements for Zoning Review

Review by the Planning and Zoning Department is completed prior to the issuance of a permit. Zoning review checks for compliance of lot coverage and building coverage for all improvements on a parcel. Size, location (setbacks) and height of the proposed construction are also reviewed. In order for Staff to complete the zoning review, a scaled plat of survey shall be submitted with your permit application. On this plat of survey indicate the proposed construction and any additions to the property since the plat was drawn. This must be drawn to scale.

Information for all existing structures shall be included on your Site Plan. If your Plat does not include all of the applicable information, correct any deficiencies by adding any missing structures or paving to the Site Plan. Site Plans and Plats of Survey should be to scale.



Existing Structures:

Please note the dimensions and locations of:

1. Residence, including garage
2. Porches/stoops
3. Driveways - The width at the property line as well as the width at the widest point should be indicated.
4. Sidewalks
5. Patios or Decks - The height of the deck or patio shall be noted as measured from grade
6. Accessory structures, such as
 - Detached garages
 - Pools. Note if the pool is above ground, or in-ground, and any patios/deck surrounding it.
 - Sheds
 - Play equipment
7. A/C Units and Generators
8. Fences

Proposed Construction:

Indicate the location, setbacks from the residence and property line(s), and height.

Helpful Hints:

- A plat of survey notes the property as it existed at the time the survey was drawn. It is acceptable for you to update this plat of survey by drawing to scale any additions to the property since the plat was drawn. In addition to existing information, show the proposed work to scale.

- You can find dimensions of many structures on your property on your Plat of Survey.
- Irregular shaped structures, like patios or playground equipment, may be "boxed" as a simple way to indicate the approximate dimensions.
- Building Coverage is defined as all roofed structures (porches, garages, sheds) and any structure over 16 inches in height from grade (decks, patios, playground equipment, above ground pools).
- Lot Coverage consists of all structures included in the Building Coverage as well as any impervious surfaces (driveways, sidewalks, brick patios, etc.)

If you have any questions regarding the zoning review submission requirements, please contact the Planning and Zoning Department at (847) 359-9042.