



## DETACHED GARAGE HANDOUT

Permit submittals are now available online at our Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

This information is designed to assist an applicant in applying for a permit for a detached garage. Special circumstances or unique designs may require Village Staff to request additional information or details. Please read the “**Step by Step Guide to the Permit Process Handout**” for the actual process of obtaining a permit.

### **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. The highest point of a detached garage shall not exceed the highest point of the principal structure.
- A detached garage cannot be constructed on utility easements without the written permission of all utility companies and approval of a Variation by the Village Council. It should be noted that even with permission from the utility companies and a Variation, the property owner is still responsible for replacing or repairing any damage caused should a utility company need to access the easement.
- All detached garages must be located in the rear yard and be situated a minimum of ten (10) feet from the principal structure. Also, detached garages must be located a minimum of five (5) feet from all side and rear lot lines.
- If a rear lot line of a lot abuts the side lot line of a front yard of an adjacent lot, a garage must be setback from the rear lot line a minimum distance equal to the front yard setback of the neighboring property.
- A detached garage cannot encroach upon a side yard abutting a street (corner side yard).
- Planned Developments and Homeowner’s Association (HOA) Covenants may be more restrictive than the above. It is the homeowner’s responsibility to contact their HOA for approval.
- 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; or
  - iii. Fifty percent (50) of the floor area of the principal structure
- If you plan to demolish your existing garage, you will also need to complete a separate permit for demolition. Please review the “**Demolition Permit Process Handout**” for the complete submittal requirements.

### **CONSTRUCTION REQUIREMENTS:**

- Drawings must include:
  - Elevation Drawings (all sides)
  - Full floor plan indicating electrical and mechanical work
  - Detailed foundation plans, wall and roof framing details including cross-section details
  - Driveway dimensions and materials
  - Grading and drainage plan
  - Cover sheet indicating the specific building codes
  - Site plan indicating all required setbacks and existing or proposed structures
- Drawings must be prepared by a licensed architect or garage contractor.
- Frost Protection: Sec. 6-2.6-Freestanding accessory structures with an area of 600 sq ft or less and an eave height of 10 ft or less shall not be required to be protected.

### **IN-PERSON AND ONLINE SUBMITTAL REQUIREMENTS**

- 1 set of construction drawings meeting the above requirements
- Completed permit application and copy of signed contract.
- 1 copy of fully dimensioned plat of survey
- Contractors must be registered and bonded with the Village prior to the permit being issued
- **Pre-Submittal meeting required in person submittals. Contact Mary May to schedule a meeting (847) 359-9042**