



SHED/DETACHED GARAGE (LESS THAN 625 SQ. FT.) PERMIT REQUIREMENTS

1. Complete application in its **entirety where applicable**. Be sure to print your name, address, phone and include the property index number in the lower-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Complete the attached **white application form** in its entirety. Complete construction information is required including: wall stud size and spacing, rafter size and spacing, foundation, slab type and dimensions; roofing material, ridge rafter size, all header sizes, etc.; floor must slope to drain or towards overhead door. **Note:** Maximum height of detached residential accessory structures is 15 feet. Be certain to specifically show the **location** of the proposed **structure** and its distance from **all** lot lines **and** distance between other structures. Show well and septic on current Plat of Survey, if applicable.
3. Submit **three copies of your Plat of Survey**.
4. A **check in the amount of \$25** made payable to **Cook County Collector**.
5. **For a Shed Permit:** If the proposed shed is **larger than** 12 x 12, it does require electrical service. Submit a letter of intent from a registered electrical contractor and state the scope of electrical work to be done.

For a Detached Garage Permit: Submit a letter of intent from a registered electrical contractor, stating the scope of electrical work to be done (per Municipal Code 14.28-1450).

Return all items to the address above for processing. When the permit has been reviewed and completed, **you will be notified** of any deficiencies and the balance due. After payment has been received, your permit will be issued and mailed to you.