



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

SHED/GAZEBO

PERMIT SUBMITTAL REQUIREMENTS **ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

- [APPLICATION FOR BUILDING PERMIT](#)
- SQUARE FOOTAGE OF PROJECT (Written on building permit application)
- [CONTRACTOR'S LICENSE APPLICATION](#) (All contractors, excluding homeowner, must be licensed in the Village of Arlington Heights prior to release of permit)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
(Required if homeowner is constructing shed/gazebo)
 - [CONCRETE/ASPHALT ACKNOWLEDGEMENT](#) (If applicable)
(Required if pouring concrete piers or slab)
 - [SHED/GAZEBO ACKNOWLEDGEMENT](#)
 - STATE ON CONSTRUCTION DRAWINGS OR PLAT OF SURVEY
TYPE OF ANCHORAGE
 - CONTRACTOR'S PROPOSAL
 - CONSTRUCTION DRAWINGS
 - MARKED UP PLAT OF SURVEY SHOWING LOCATION, SIZE &
SETBACKS OF SHED/GAZEBO
- A FEE OF \$35 IS DUE AT TIME OF SUBMITTAL

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR
REVIEW AND APPROVAL**

PLAN REVIEW/INSTALLATION REQUIREMENTS

- [RESIDENTIAL DETACHED ACCESSORY STRUCTURES GUIDE](#)
- SHED TO MAINTAIN THE FOLLOWING SETBACKS:
 - 3 FEET FROM SIDE LOT LINE
 - 5 FEET FROM REAR LOT LINE
 - 10 FEET FROM PRINCIPAL STRUCTURE
 - CANNOT BE LOCATED IN AN EASEMENT
 - CORNER LOTS PLEASE REFER TO DETACHED ASSESSORY STRUCTURES GUIDE FOR REQUIRED SETBACKS
- SHED TO BE ANCHORED BY ONE OF THE FOLLOWING THREE OPTIONS:
 - BOLTED WITH ANCHOR BOLTS TO A 4 INCH THICK CONCRETE FLOOR SLAB
 - BOLTED TO 8 INCH DIAMETER BY 42 INCH DEEP CONCRETE PIERS AT EACH CORNER OF THE STRUCTURE
 - SECURED WITH AN APPROVED METAL GROUND ANCHORAGE KIT SYSTEM WITH ANCHORS EXTENDING A MINIMUM OF 18 INCHES INTO THE GROUND
- ROOF RIDGE NOT TO EXCEED 15 FEET
- MAXIMUM SIZE OF SHED IS 300 SQ. FT.

PERMIT SUBMITTAL INFORMATION

- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ Allow 10 working days for review time.

PERMIT REVISION INFORMATION

- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.