



Village of Carol Stream

500 N. Gary Avenue, Carol Stream, Illinois 60188

Phone:

(630)

871-6230

Fax:

(630)

665-1064

Website:

www.

carolstream.org

E-mail:

communitydevelopment@

carolstream.org

Permit Submittal Checklist and Process Shed

Note to applicants:

This handout is intended to assist applicants through the shed permit process. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- A completed Miscellaneous Residential Construction Permit Application (**Type C**).
- Two copies of the Plat of Survey, drawn to scale, showing the location and dimensions of the proposed shed, distances from property lines, and the location and dimensions of all existing accessory structures (patios, pools, decks, gazebos, etc.) on the property.
- One set of shed construction plans or the manufacturer’s catalog specifications.
- The shed permit fee of \$64, payable when application is submitted. If the shed will be built on a concrete slab or piers, a \$200 Parkway Preservation Bond must be submitted. Village staff will inspect the condition of the parkway prior to permit issuance and again following construction. If no damage is done to the public right-of-way during construction, the Parkway Preservation Bond will be refunded after the final inspection.

Helpful tips:

- Sheds less than or equal to 64 square feet in area do not require a permit, and do not need to maintain a five foot separation from the principal structure. However, such sheds still must comply with the code requirements for location, setbacks, number, and height (see below for these additional requirements).
- Sheds cannot be located in a front yard or a corner side yard except as noted below.
- Sheds cannot be located in an easement. Please check the Plat of Survey to identify easement locations on the property.

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Permit Submittal Checklist and Process ***Shed***

- Sheds must be set back at least five feet from the side and rear property lines. For corner lots, sheds may be located within a side yard adjacent to the street, not less than 15 feet from the lot line adjacent to the street, if the yard is enclosed with an allowable solid fence that is at least four feet in height.
- Sheds may not exceed 13 feet in height at the highest point.
- Sheds may not be located within five feet from the principal structure.
- The area of the shed is included in the calculation of allowable lot coverage for the property. Most properties are allowed to have 30% lot coverage, excluding the driveway. The Plat of Survey needs to identify the location and dimensions of all existing structures on the property so that the proposed lot coverage can be calculated.
- There shall be no more than two detached storage structures per single-family residential property. Detached storage structures include but are not necessarily limited to detached garages, sheds, playhouses, greenhouses, and other similar structures, but do not include gazebos, pools, or other recreational facilities. Sheds less than or equal to 64 square feet in area are included in this limitation.

Inspections (24-hour advance notice required for inspection scheduling):

- If the shed will be installed on a concrete slab or piers, the applicant or contractor must call the Community Development Department for an inspection once the forms have been set up and **before** the concrete is poured.
- Following approval of the slab or pier inspection, the concrete can be installed and the shed can be built. Once the shed has been built, the applicant or contractor must call the Community Development Department as soon as possible for a final inspection.
- If the shed was built on a slab or piers, then the final inspection will include an inspection of the public right-of-way to ensure that no damage was done during construction of the shed. If no damage is found, the Engineering Services Department will coordinate a refund of the Parkway Preservation Bond.

**Please do not hesitate to contact the Community Development
Department at (630) 871-6230 if you have any questions
regarding the building permit or inspection process.**

