

Procedure for Installing or Building an Accessory Structure/Shed

1. Make sure your accessory structure/shed meets City zoning requirements:

- a. Accessory Structures are not allowed in front yards, only in side and rear yards
- b. Corner lots have two front yards, two side yards and no rear yards
- c. Accessory Structures must be at least 3' from lot lines
- d. Accessory Structures must be at least 5' from alley lines
- e. Accessory Structures must be at least 10' from principal structure
- f. Accessory Structures cannot exceed 200 square feet in size or over 15' tall
- g. A property may only have one accessory structure
- h. Accessory structure shall not occupy more than 20% of the rear yard area
- i. Accessory structures may not be located in an easement

2. Contact the City for a building permit application and complete it.

3. Submit the following materials to the city:

- a. Complete application
- b. A site plan showing where the shed will be located on the property (can use aerial from Douglas County Assessor's Office)
- c. A plan and picture of the shed
- d. Permit fee of \$0.10/sf minimum fee of \$25 (checks made payable to the City of Arcola)

4. Locate your property pins, mark pins and location of shed. If pins cannot be located the city reserves the right to require a survey to locate/set pins.

5. Request a J.U.L.I.E. utility locate (1.800.892.0123 or www.illinois1call.com) at least 48 hours prior to starting work.

6. Build a shed.

Notes:

- The city has information on the easements in the newer subdivisions. If the city does not have easement information on your property, it is the responsibility of the property owner to obtain that information from the county recorder's office or abstract company. If a shed is located in an easement, the shed may be moved and/or destroyed in the course of work within the easement. The property owner will not be compensated for any damage.
- Building permits will void if construction is not started within 90 days of issuance.
- The City of Arcola follows building codes: International Residential Code (IRC) 2006 and the Illinois State Plumbing Code.
- Construction debris must be disposed of properly. Burning is strictly prohibited.

ARCOLA ILLINOIS BUILDING PERMIT APPLICATION

DATE: _____

PERMIT NO. _____

PROPERTY OWNER

NAME: _____

PROJECT ADDRESS: _____

PHONE: _____

LEGAL DESCRIPTION: _____

PRIMARY CONTRACTOR

NAME: _____

ADDRESS: _____

PHONE: _____

BUILDING TYPE: () Residential () Commercial () Industrial () Agriculture

LOT SIZE: _____ BY _____

TYPE OF IMPROVEMENT: () New Building () Addition () Demolition

DIMENSIONS: _____ BY _____

PLEASE SPECIFY THE PROPOSED USE:

RESIDENTIAL:

- _____ Single Family
- _____ Two or Multi-Family
- _____ Garage
- _____ Shed
- _____ Carport
- _____ Other- Specify _____

NON-RESIDENTIAL:

- _____ Industrial
- _____ Retail
- _____ Professional Services
- _____ Restaurant, Food Service
- _____ Travel Plaza, Gas Station, Auto Repair
- _____ Agriculture
- _____ School, library, other educational
- _____ Church, other religious, not-for-profit
- _____ Other

DESCRIBE THE WORK TO BE DONE: _____

ANTICIPATED START DATE: _____

ARCOLA ILLINOIS BUILDING PERMIT APPLICATION

ANTICIPATED COMPLETION: _____

PROPOSED SQUARE FOOTAGE:

Building: _____ Garage: _____ Addition: _____ Shed: _____

In the following section, please place "None" in the blank where the information requested is not applicable. For mailing address, please include street, city, state and zip code.

ARCHITECT OR ENGINEER: _____

Mailing Address: _____

Phone: _____

PLUMBING CONTRACTOR: _____

Mailing Address: _____

Phone: _____

Illinois License #: _____

ELECTRIC CONTRACTOR: _____

Mailing Address: _____

Phone: _____

HVAC CONTRACTOR: _____

Mailing Address: _____

Phone: _____

ROOFING CONTRACTOR: _____

Mailing Address: _____

Phone: _____

Illinois License #: _____

SPRINKLER CONTRACTOR: _____

Mailing Address: _____

Phone: _____

PRINCIPAL TYPE OF FRAME: Wood Concrete Steel

FOUNDATION: Basement Crawlspace Concrete Slab Skids

ROOF TYPE: _____

NUMBER OF STORIES: _____

FIREPLACE: Yes No

PRINCIPAL TYPE OF HEATING FUEL: _____

ARCOLA ILLINOIS BUILDING PERMIT APPLICATION

WILL THERE BE CENTRAL AIR CONDITIONING? () Yes () No

TYPE OF SEWAGE DISPOSAL: () Public () Private (Septic Tank, etc)

TYPE OF WATER SUPPLY: () Public () Private (well)

The Applicant hereby agrees that the approval of plans, or the issuing of a permit, procured by misrepresentation of facts of conditions, misstatement in applications, or through improper action of any officer or employee of this department does not legalize an illegal construction, arrangement or condition. Applicant further agrees that all construction be done to accepted standards and all electrical, plumbing or heating work be done to local, state and or federal codes.

APPLICANT

I hereby certify that the above answers are correct and true.

Signature of Owner or Agent

Application Date

CITY OF ARCOLA ZONING OFFICER

PLOT PLAN ATTACHED? () Yes () No

VALUATION OF PROJECT: _____

FEE PAID: _____

Signature of Zoning Officer

Date Issued

This permit will void if construction is not started within 90 days of issuance.