



Community Development Department  
2 Community Boulevard • Wheeling, Illinois 60090  
Phone: 847.459.2620 • Fax: 847.459.2656

## **SHED OR GAZEBO PERMIT REQUIREMENTS**

A permit application must be filled out with a Plat of Survey attached showing the location and size of the shed or gazebo. It will be reviewed before issuing the permit. The 2018 International Residential Code and (if applicable) the 2017 National Electric Code will be followed.

### **LOCATION:**

- A completed permit application along with a copy of your plat of survey showing the **exact location and size** of the proposed shed or gazebo must be submitted for review.
- Shed or gazebo must be a minimum of ten (10) feet from rear of the house and six (6) feet away from side and rear property line.
- Shed or gazebo cannot be located on an easement.
- Cinder blocks **may not** be used for the foundation.
- Maximum height is (16) feet from finished grade to the top of the structure.
- Indicate how shed or gazebo structure is supported (i.e. piers, slab or properly supported deck).
- The piers or post holes must be inspected before they are filled to assure the 42” minimum depth.
- Slab must be a minimum of 5” thick and a minimum of (1) bolt on each corner is required to secure the shed or gazebo.
- List all materials (including sizes and dimensions) being used if building the shed from scratch.
- Provide a copy of the brochure or spec sheets for kits or prefab sheds.
- A licensed/bonded electrician is required if electric will be installed in the gazebo.

### **REQUIRED INSPECTIONS**

- The pier or post holes must be inspected before they are filled to assure the 42” minimum depth.
- If electric is being added an inspection is required before electric is covered up.
- Final inspections are required for both shed/gazebo projects.

**Call (847) 459-2620 twenty four (24) hours in advance for scheduling all inspections.**

If you belong to a Homeowners Association, a letter of permission for installation is required by the Village if required by the Association.

**Ridgefield Homeowners Association does not allow sheds.**

**NO SHEDS OR GAZEBOS ARE PERMITTED IN THE FLOODWAY**

**COMMUNITY DEVELOPMENT-VILLAGE OF WHEELING**  
**2 Community Boulevard Wheeling, IL 60090 (847) 459-2620**  
**APPLICATION FOR BUILDING PERMIT**

**Note: Separate permits are required from: The Engineering Department, for all site and utility work; and from the Fire Department for the fire sprinkler/suppression system, fire alarm or other fire-related items.**

Real Estate Index: \_\_\_\_\_ Permit Number: \_\_\_\_\_

The undersigned hereby applies to the building department of the Village of Wheeling, IL for a permit to erect, alter, construct, or enlarge the structure or part thereof herein described, and if granted the permit applied for will comply with all requirements of the Village ordinances relating thereto and pay the fees required by such ordinances.

DESCRIPTION OF WORK: \_\_\_\_\_

BUILDING TYPE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ Wheeling, IL 60090

Square footage of work in existing building \_\_\_\_\_ Square footage of addition(s) \_\_\_\_\_ Cost of Construction

Property Owner \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Name (if not owner) \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ E-mail (required) \_\_\_\_\_ Phone \_\_\_\_\_  
 (Person responsible for all permit correspondence)

**CONTRACTORS - Any contractor performing work within the Village must be registered with the Village prior to permit issuance.**

General Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Carpenter \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Concrete/Asphalt \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Demolition \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Electrical \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

HVAC/Mech. \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Masonry \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Plumbing/Sewer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Roofer/Siding \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Sprinkler \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Other \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

\*Waste Removal, Waste Management \_\_\_\_\_ Address \_\_\_\_\_ 350 Sumac Rd, Wheeling \_\_\_\_\_ Phone \_\_\_\_\_ (800) 796-9696

\*Construction waste, other than debris removed directly by contractor in contractor's vehicle, shall be removed by Waste Management per an exclusive franchise agreement. Failure to comply will result in fines per the Municipal Code (Chapter 5.32).

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. No error or omission in either the plans or application, whether said plans or application has been approved by the building director or not shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinance of this village relating thereto. The applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of his/her knowledge and belief.

- Plan Examination . . . . . \_\_\_\_\_
- Construction Fee . . . . . \_\_\_\_\_
- Certificate of Occupancy . . . . . \_\_\_\_\_
- Electric Fee. . . . . \_\_\_\_\_
- Plumbing Fee . . . . . \_\_\_\_\_
- H.V.A.C. Fee . . . . . \_\_\_\_\_
- Sewer Connection Fee . . . . . \_\_\_\_\_
- Water Connection Fee . . . . . \_\_\_\_\_
- Water Meter. . . . . \_\_\_\_\_
- Water for Construction . . . . . \_\_\_\_\_
- Miscellaneous . . . . . \_\_\_\_\_
- Miscellaneous. . . . . \_\_\_\_\_
- TOTAL PERMIT FEES DUE . . . . . \_\_\_\_\_**

**X** \_\_\_\_\_  
 Signature of Owner/Agent Date

\_\_\_\_\_  
 Print Owner/Agent

Permit Authorized by:  
 \_\_\_\_\_

Village Authorized Signature Date



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## SHED OR GAZEBO AFFIDAVIT

Date \_\_\_\_\_

Resident's Name \_\_\_\_\_  
(PLEASE PRINT)

Resident's Address \_\_\_\_\_

- I have checked the covenants on my property. They allow a shed or gazebo to be built on my property.
- There are no covenants regarding building a shed or gazebo.
- A letter from the homeowners association is attached.
- No association governs placement and/or approval of a shed or gazebo.

I understand that if any of the above as marked is incorrect, it may result in the revocation of the shed or gazebo permit and I will be required to remove the shed or gazebo.

Resident's signature \_\_\_\_\_



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## PERMIT CONTACT INFORMATION SHEET

### Job site information:

Address \_\_\_\_\_

Print the name and phone number of the person who should be contacted when the permit is ready.

Name \_\_\_\_\_

Phone \_\_\_\_\_

If additional information or revised drawings are required please print the name, phone number and fax number or e-mail address of the person who should be contacted.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_