



COMMUNITY DEVELOPMENT DEPARTMENT

SHED

Permit Information:

- **Permit application.** Include estimated cost of construction and all contractors with contact information.
- **Plat of survey.** Draw in the shed, showing the length and width, and the distance to the nearest side and rear property lines.
- **Lot Coverage calculation.** The form is available at Village Hall.
- **Plans.** Whether these are plans for a kit, installation instructions for a pre-fabricated one or hand-drawn, they must be drawn neatly, to scale, and clearly show how it will be constructed. Must include how it will be anchored to the ground - see the 3 options under Construction Requirements.
- **Contractor's contract/proposal** (signed by the owner) that includes the scope of work.

Permit Process:

- After a complete submittal is received, the documents are reviewed for compliance with Village building codes and ordinances.
- The applicant will be contacted if there are any questions.
- When plans are approved, and the permit is ready for pickup, the applicant will be contacted and notified of the permit fee which is due.
- The Village accepts check or cash only for payment.

Construction Requirements:

- The maximum lot coverage is 45% for R2/R2A zoned lots. See Zoning Ordinance for other Zoning Districts.
- The maximum area is 120 square feet.
- The maximum height shall be 12'-0", measured from the grade at the front of the shed to the mean distance between the eave and the ridge of the roof.
- Shed must be located in the rear yard.
- Shed shall be setback at least 5'-0" from the side and rear property lines.
- Shed cannot be in any easements (i.e. drainage, utility, etc.).
- Shed must be detached from the house. Separated at least 10'-0" from other structures on the property.
- The use of overhead garage doors on sheds is prohibited.
- Shed and the grading for it shall not alter the existing stormwater flow off the property or create a stormwater nuisance for neighboring properties.
- Shed shall be secured to the ground by one of the following methods:
 - 4" concrete floor on 4" compacted gravel base. Top of floor 1" above grade. Secure framing to slab with anchor bolts and washers.
 - 8" diameter concrete piers that are minimum 42" deep below grade. Top of piers 1" above grade. Floor framing shall be designed to support 40 lbs. per square foot (typical deck design loads). Secure framing to concrete piers with correctly sized beam/post connectors.
 - Auger anchors. Remove top soil, level the ground, lay down a compacted gravel base, install minimum 24" long auger anchors - 1 at each corner. Secure anchors to shed framing with bolts and washers.

Inspections:

- **2-business day notice** is required when scheduling inspections.
 - Base / pier holes (**property corners must be identified**)
 - Final (after all work including site restoration is completed)



AUGER ANCHOR