

Residential Accessory Structures

(Shed, Gazebo, or Pergola)

Apply online for building permits at www.desplainesil.gov/buildingpermits. In the Customer Self Service Portal after registering or signing in select **Apply**. Search for or select **Accessory Structure – Shed, Gazebo, Pergola (Residential)** and complete the application. **If the structure is to be attached to the home, you must apply for an Alteration/Remodel (Residential) permit.**

Submittal Requirements:

- Upload a Plat of Survey with the location and dimensions of the accessory structure to be installed. Also indicate the distance from all property lines and other structures. The Plat of Survey should be current, showing all the buildings and any other accessory structures. (See **Residential Accessory Structures Example Site Plan**)
- Upload a set of Construction Plans
- Upload Product Details from the manufacturer outlining installation (for prefabricated units).
- Upload a Signed Contract for the work if it is being completed by a contractor.
 - All contractors must be added to the application and registered with the city.

Key Requirements:

Permitted Locations and Setbacks:

1. Residential accessory structures cannot be located within 5 feet of the property line.
2. Accessory structures proposed in an easement must first obtain authorization from the agencies or individuals that utilize the easement prior to installation of the accessory structure.

Area, Quantity, and Height:

3. The maximum allowed area is 225 square feet.
4. Accessory structures cannot be taller than the principal structure and the maximum height cannot exceed 15 feet in height.
5. The maximum number of accessory structures allowed on each property is two, including a detached garage or carport. Properties with an existing detached garage or carport are only allowed one accessory structure.

Other Regulations:

6. Sheds may be placed on a minimum 4-inch-thick concrete slab or on a minimum 4 inch gravel base. The shed may be anchored to the slab.
7. Sheds constructed within 3 feet of residence must have one hour fire rated materials installed on walls.
8. Properties in the R-1 district cannot exceed 60% rear yard lot coverage.

The information presented in this handout is not all inclusive. Please refer to Zoning Ordinance Section 12-8-1 or contact zoning staff at 847-391-5306 or permit staff at 847-391-5380.

Permit Fees:

A permit fee of **\$100** will be invoiced after review of the application.

Inspections:

Call 847-391-5382 to schedule inspections. At least two (2) inspections are required: a ***Pre-Pour/Base Inspection*** and a ***Final Inspection*** when the work is completed.

Work Hours:

Work is permitted 7 a.m. to 7 p.m. Monday through Saturday; 10 a.m. to 6 p.m. on Sunday.

Other Guidance:

Call JULIE, Joint Utility Locating Information for Excavators, at 1-800-892-0123 for utility line information. JULIE is a free service.

Be advised that the above-mentioned are guidelines. Each permit is treated individually, and certain other requirements may apply. Once the above-mentioned information is submitted, the correct determination can be made. Any exceptions to the above may require a Variation.
