



Building & Life Safety Department

Village of Arlington Heights

847-368-5560

www.vah.com

PERMIT TYPE: ACCESSORY STRUCTURE-RESIDENTIAL

This includes, but may not be limited to, application for Sheds, Gazebos, Pergolas, Pavilion, Playhouses or Tree Houses on Single Family Residential Properties.

APPLYING FOR PERMITS: All permits are applied for through the Civic Access Portal (See portal instruction for setting up an account and videos on using the system).

https://www.vah.com/government/permits_licenses/index.php

Use the **Apply** tab to search for the permit type you need. Enter a keyword in the search bar, and a list of options will appear for you to choose from. Be sure to carefully read the description of each permit type before applying. Selecting the wrong permit will result in your application being declined, and you will need to restart the process.

LOCATION:

Click Add Location to enter the project location. Enter the street number, followed by the direction (E, W, N, S) then part of the street name. A list of addresses will populate. Check the correct one and add.

PERMIT DETAILS:

On the PERMIT DETAILS screen you will need to provide a basic description of the project. You may also be required to supply the following:

- the size of the project area in square feet
- the valuation of the project.

CONTACTS:

Each project requires specific contacts to be provided. To add a contractor, their information must already exist in the system, which means they must have created a portal account. Contractors are also required to hold a valid contractor license. In most cases, the property owner must also be listed as a contact on the permit, which requires them to create a portal account as well.

For this permit, the required contacts are:

- Owner
- Shed Contractor/Installer

If you need to add additional contacts beyond these required roles, use the **Add Contact** card. Select the appropriate trade (contractor type), then create a new contact by entering the required information.

MORE INFO:

Each permit requires information relevant to the specific permit application type. Answer the information relative to your project activities (versus existing conditions). The more involved the permit, the greater the volume of information and detail needed to be supplied.

ATTACHMENTS:

All required documents are to be provided as requested.

Plans must be a single compiled attachment – not a series of individual sheets.

For this project the following documents are required:

- Contractor's Proposal – needs to provide details of the work to be done and the cost of the project
- Construction Plans – construction plans need to be dimensioned and scaled
 - If electrical is included, the electrical contractor must supply their license and hold a contractor's license with the village.
- Plat of Survey – Indicate the locations, type, and size of the **anchors or fastening hardware to concrete or grade level**. (Submit product specification information for the anchors (material & length) and a picture of the item if available).
- Residential Detached Accessory Structure Statement of Acknowledgement [Found on our Permits & Licensing website].

If you want to add materials that will aid the reviewers in understanding the scope of work, use the Add Attachment dropdown to select the type of document you are attaching.

If there is an "i" in a circle in the upper right-hand corner of the attachment, there is additional information explaining the attachment.

SHEDS/GAZEBOS – ADDITIONAL SPECIFICS

- Shed plans must include information about the method of anchorage for the structure.
 - Structures <= 99 Square Feet in area may be installed on the ground, secured with ground auger anchors per manufacturing specifications.
 - Structures 100 to 199 Square Feet in area shall be installed on a concrete slab or piers;
 - Structures 200 sq. ft. or more must comply with the 2018 IRC.
- Sheds/Gazebos cannot be located within an easement unless approval letters to do so are obtained from utility companies. *Those need to be submitted with the application packet.*
- Setbacks for sheds / gazebos include 3 ft from side lot lines and 5 ft from rear lot line. For corner lots, contact the Planning Department (847-368-5200) for information setback dimensions.
- Roof ridge height for sheds and gazebos shall not to exceed 15 ft.
- The maximum size of shed / gazebo is 300 sq. ft.

REVIEW TIME FRAMES:

Once placed into review, the typical time frame allotted for initial review or revisions is 5 business days. Not all reviews require the full amount of time allotted for the reviews.

Invoicing, document stamping and other processing activities take place after the documents are approved.



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Residential Detached Accessory Structure Statement of Acknowledgment

☐ Detached Garage

☐ Shed

☐ Playhouse

☐ Pergola

☐ Gazebo

☐ Tree House (Zoning Only)

The undersigned has read and understands the Village of Arlington Heights' regulations for above checked accessory structure and agrees to comply with all applicable building and zoning codes. The undersigned also agrees to obtain the appropriate building inspections as required as a part of this permit prior to using the said accessory structure.

Date: _____

Job-Site Address: _____

Print Name: _____

Signature: _____



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Concrete/Asphalt Acknowledgment

Inspections Performed by the Building & Life Safety and Engineering Department

Minimum Concrete Placement Requirements for Elevated Structure Base Materials for Concrete

- All concrete work to be placed on a minimum of 4" of compacted crushed aggregate CA-6 or better.
- Pea gravel or sand base is **NOT ALLOWED** on exterior concrete work.

Garage Floor Replacements

- Install thickened concrete edge at overhead door 14" down and 20" wide. This 14" measurement INCLUDES the 4" for the concrete floor replacement.
- Install (2) #5 (5/8" diameter) rebar approximately 3" from bottom of thickened edge at overhead door.
- Install vapor barrier under attached garage slabs. - Dowel beam into existing foundation.

Stoop and Stair Replacements

- Place **ALL** stoops on a 42" deep trench or piers 4'-0" O.C. 42" deep and a diameter of 8" minimum.
- Note: Any stoop that has 3 or more risers has to be placed on a 42" deep trench. Use steel dowels into existing foundation.

Screened Porches

- Screened porches that are additions to the existing residences have to be placed on a minimum of a 42" deep trench by 8" wide.

Concrete Work Such as: Patios, Private Walks, Etc. Placed at Grade

- Minimum 4" thickness of concrete for private walks, patios, etc.
- Minimum 6 bag mix with water reducer.
- Expansion and control joints as required.
- Welded wire reinforcement is optional in all work.
- Pitch all work away from house for drainage.
- Minimum 4" gravel base below all concrete; no pea gravel allowed.
- The top of concrete slab shall be lower than the top of the existing foundation

Inspections Performed by the Engineering Department

For Concrete Work on: Driveways, Driveway Approaches, and Public Sidewalks

- Forms in approach to be a minimum of 6" in depth.
- Concrete to be a minimum 6.1 bag mix, Class PV, or equivalent.
- Expansion joints 6" x 1/2" required between sidewalk and driveway approach, and curb and driveway approach, or as directed.

- Driveway approaches and areas where a public sidewalk crosses a driveway, require a minimum concrete thickness of 6" and 2" compacted CA-6 gravel base (no wire mesh allowed; no pea gravel allowed).
- Public sidewalks not intersecting a driveway require a minimum concrete thickness of 5", and 2" compacted CA-6 gravel base (no wire mesh allowed; no pea gravel allowed).
- Private driveways (from house to public right-of-way) require a minimum concrete thickness of 4", and 4" compacted CA-6 gravel base; (wire mesh optional; no pea gravel allowed). Forms to be a minimum of 4" in depth.
- Any concrete work on an easement will require permission for all utilities involved.

Asphalt Work on Driveways

- Minimum 2½" compacted depth of surface mix over 6" compacted CA-6 gravel; no pea gravel allowed.

ALL FLATWORK REQUIRES A PREPOUR/BASE INSPECTION AND A FINAL INSPECTION.

- Prior to scheduling a final inspection, the forms must be removed and the area backfilled.

I agree to all the minimum standards for concrete/asphalt work in the Village of Arlington Heights.

Job Address: _____ Permit Number: _____

Print Name: _____ Signature: _____

Date: _____ Phone Number: _____

All inspections shall be scheduled through the citizen self-service portal.

Revised 4/17/2024



VILLAGE OF ARLINGTON HEIGHTS

INC. 1887

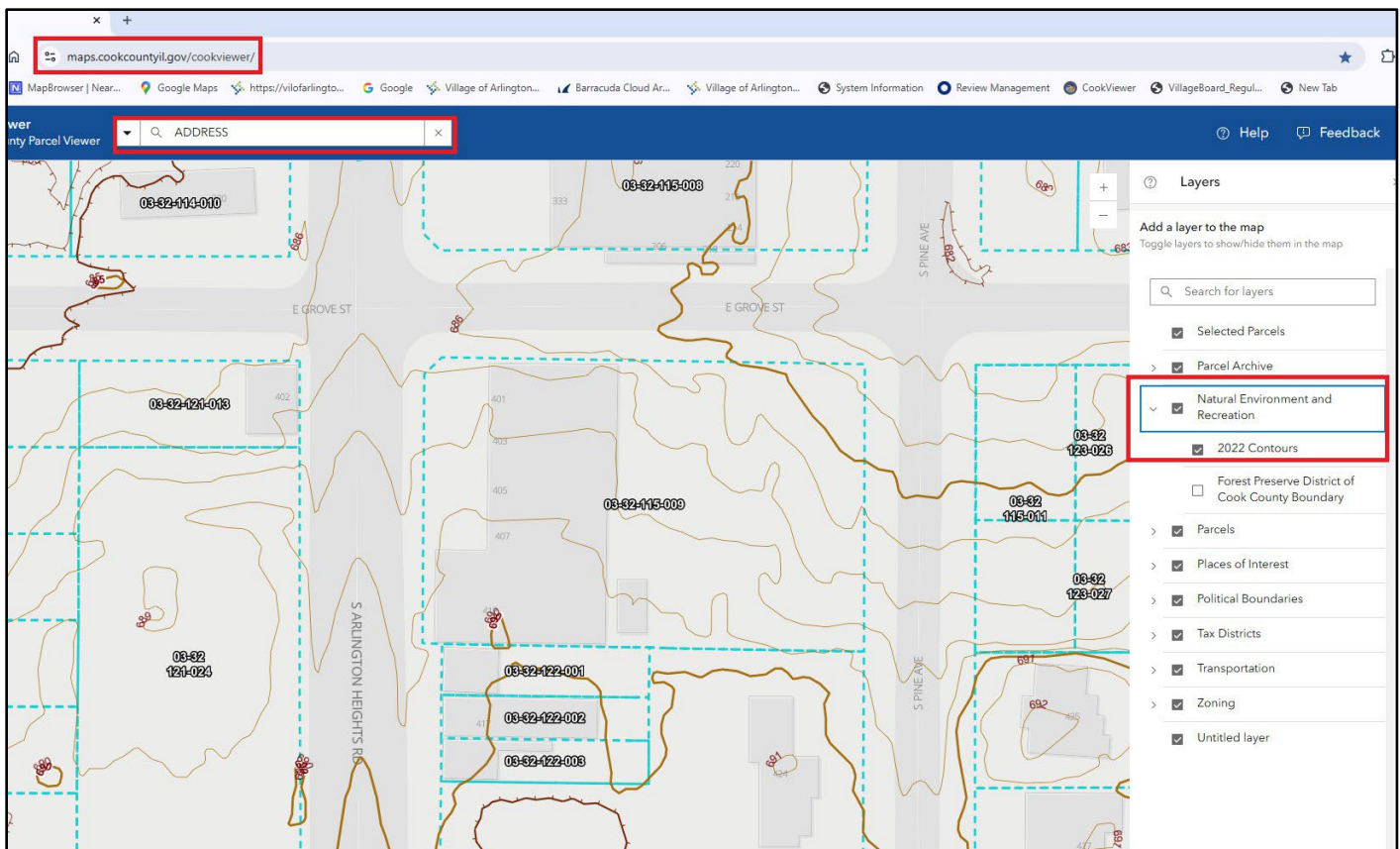
ENGINEERING SITE PLAN REQUIREMENTS

A site plan is required for all new single-family homes, additions, patios, pools, sport courts and detached structures such as a garage or shed. The site plan must reflect current and proposed conditions of the property. New single-family homes will require a detailed survey for the site plan. An example of an Engineering Site Plan for a new single-family home is included with this packet.

Contour elevations available through Cook County's website would be sufficient for most other residential permit application types (additions, patios, pools, sport courts and detached structures).

<https://maps.cookcountyil.gov/cookviewer/>

1. Enter the address.
2. The 2022 contours are available under the **Natural Environment and Recreation** layer.



ENGINEERING SITE PLAN REQUIREMENTS

New single-family homes, additions, patios, pools, sport courts, detached structures:

The site plan should include sufficient information to reflect the scope of work.

The site plan can be shown on a current plat of survey or as a separate attachment.

The following are typical elements of an Engineering site plan:

- ☐ Existing and proposed topography for the site, with sufficient information for the adjacent properties to show the existing and proposed drainage patterns.
- ☐ Existing and proposed downspout and sump discharge locations and direction. Discharge location to be a maximum of 10 ft from the home and directed to the front or rear yard.
- ☐ Location of the driveway, including dimensions at the curb, sidewalk, at the garage, and the proposed material for the driveway.
- ☐ Existing and proposed top of foundation (T/F). The T/F and finished grade around the structure must be conducive to provide proper drainage swales along the property line.
- ☐ Location and dimensions for all window wells. Window wells shall be a minimum of 3 ft from the property line.
- ☐ Water and sanitary sewer service locations. Water and sanitary sewer services are to be separated 10 ft minimum horizontally.
- ☐ Provide details of water service, sewer service, and sump discharge. Single-family homes must include the Village details.
- ☐ Show the main locations, size and pipe materials for all utilities (water, storm, sanitary, combined) and the tie in locations.
- ☐ Show the clean out location(s) for the sanitary sewer service.
- ☐ Utility easements and any utilities located within the easement.
- ☐ Village utility information (water, sanitary, storm, combined) can be requested by emailing Engineering@vah.com.

ENGINEERING SITE PLAN REQUIREMENTS

Residential Driveways:

- ☐ *Dimensions* – Provide all dimensions and setbacks on the plat of survey or site plan.
- ☐ *1 or 2 car garage* – Maximum 22 ft wide, minimum 9 ft wide.
- ☐ *3 car garage* – Maximum 32 ft wide within 18 ft of the garage's front elevation, provided the driveway width will not be detrimental to drainage. Driveway to taper to 22 ft.
- ☐ *Garage in the rear of the residence* – side drive shall be a minimum of 9 ft wide.
- ☐ *Lot width 70 ft or greater* – driveway must be setback at least 3 ft from the side or rear lot line.
- ☐ *Side-load garage* – driveway pavement shall be a minimum of 22 ft from the face of the garage to the edge of the driveway pavement along the side lot line.
- ☐ *Aprons* – Maximum 22 ft wide at the curb or property line, up to 3 ft flare on each side at the street. The width of the apron shall match the width of the driveway at the sidewalk.
- ☐ *Unimproved streets (no curb)* – Driveways other than asphalt shall stop 2 ft from the edge of pavement and an asphalt wedge installed.
- ☐ *Drainage* – Driveways may require a side curb to direct the water towards the rear yard or the street. If downspouts or sumps are to be buried, the pop-up emitter shall be no further than 10 ft from the home.
- ☐ *Sidewalk* – Sidewalk through a driveway shall be constructed with a minimum 6 inches thick over 2" compacted CA-6 gravel base, 2% maximum cross slope.
- ☐ *Brick/Decorative Concrete Waiver (if applicable)* - A waiver is required for brick pavers or decorative concrete in the public right-of-way.
- ☐ *Impervious surface coverage* - Impervious surface coverage for front yard 50% maximum.
- ☐ *Existing non-conforming driveways* – Per Chapter 28, Section 7.5, existing driveways that exceed the current maximum dimensions (non-conforming) will typically be allowed to be removed and replaced in kind provided there is no increase in the non-conformity.
- ☐ *Circular driveways* – driveways with two curb cuts are typically only allowed on 100 ft wide lots or greater with the approval of the Village Engineer. Inquiries on circular driveway can be sent to Engineering@vah.com.
- ☐ *Outside Agency Permits* – several roads within the Village are under the jurisdiction of outside agencies including the Illinois Department of Transportation (IDOT) or the Cook County Department of Transportation and Highways (DoTH). Driveway permit applications on such roads will require permits from IDOT or DoTH.