



Building & Life Safety Department
Village of Arlington Heights
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

Shed / Gazebo

Submittal Process and Checklist

APPLYING FOR PERMITS:

All materials to be submitted via email to: Building@vah.com You will receive an email notification within 24 hours that your email has reached our in-box. If you do not receive one, contact us at 847-368-5560.

APPLICATIONS AND FORMS REQUIRED:

The applications and forms that you need to submit are listed on the next page of this checklist. Please be sure to fill these out completely. Incomplete, illegible or lack of information, can delay your permit from being processed.

* If you are the homeowner and doing the work yourself, please fill out and submit the Homeowner as General Contractor form with your applications. This form can be found at WWW.VAH.COM.

CONTRACTOR LICENSE:

Village of Arlington Heights Contractor license number must be listed on the permit applications. They can be looked up on the Village of Arlington Heights web-site provided below:

https://www.vah.com/village_services/permits_and_licenses

REVIEW TIMEFRAMES:

Please allow 10 working days for the plan review. Each revision or re-submittal can take an additional 10 working days.

PROCESSING NOTIFICATIONS:

When reviews are completed, if approved, you will receive a pick-up notification. If a correction or revision is required, you will receive plan review comments. When submitting revisions/corrections, please provide detailed written response of the changes.

FEES:

Fees are not pre-set based on project type. The pick-up notification packet will show the detailed permit cost for the project.

Once payment is received, your plans and permit placard will be emailed to the applicant within 24 hours. Please print the plans and permit placard and have available at the site for inspection.

INSPECTIONS:

Inspections are required; please call 847-368-5560 at least one day in advance to schedule your inspection. The **permit number** and **project address** are required when scheduling.

Applications, Forms and Other Materials to be supplied for the following type of project:

Shed / Gazebo

Supply those items marked below to ensure your submittal is complete. Fill out all forms clearly and accurately.

Applications Required:

- Building Permit Application

Forms Required:

- Contractor List (*if more than one contractor*)
- Concrete Asphalt Acknowledgment
- Residential Detached Accessory Structure Statement of Acknowledgment

Materials to be Submitted (one set of each of the indicated items):

- Plans – fully dimensioned, scaled drawings (sealed by Architect or Engineer not required)
- Plat of Survey showing location, size and distance to two intersecting lot lines. Not permitted to be located on an easement, *unless approval letters to do so are obtained from utility companies*. Those need to be submitted with the application packet.
- Contractor's Proposal explaining the scope of work to be performed.
- Project specific materials:
 - a. Anchorage for this structure to be specifically identified: They are:
 - i. 0 to 200 square feet: 18 inch augers into ground, or 8 inch piers @each corner
 - ii. 201 to 300 square feet: monolithic slab with anchor bolts
- Setbacks include 3 ft from side lot lines, 5 ft from rear lot line and 10 ft from principal structure.
- 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.
- Corner lots should refer to the guide for required setbacks.
- Roof ridge height not to exceed 15 feet
- Maximum size of shed is 300 sq. ft.

Preliminary Engineering Plan Checklist

- The name of the proposed project, vicinity map, a north-point indication, scale, date of preparation of the plans, and by whom prepared. Plans to be 24"x36" maximum.
- The location and dimensions of existing streets, easements, improvements and public and private utilities within and immediately contiguous to the proposed project.
- The location and dimension of proposed streets, easements, improvements and public and private utilities within the proposed project. Location, size and approximate grades of proposed sewers.
- Cross-sections of proposed streets showing width of roadways and location of sidewalk and proposed street grades. Existing and proposed contour lines at one foot (1') intervals.
- Stormwater detention calculations per Village requirements showing HWL, storage required, storage provided, and restrictor sizing calculations. Any detention storage system located under pavement must be designed to AASHTO HS-25 loading standard. The Village's allowable release rate is 0.18 cfs/Ac. Use C=0.50 for pervious areas, C=0.95 for impervious areas. Use Updated Bulletin 70 rainfall data. Clearly show the overflow route for the site. Minimum restrictor size allowed for maintenance reasons is 2". Restrictors between 2" and 4" must be in a trap in a catch basin. Show the location and size of the restrictor. Provide a detail showing the restrictor catch basin. MWRD regulations must also be met when required.
- Show location and approximate size of the underground stormwater detention facilities. Details of final facility type (cast-in-place, pre-cast, pipe, box culvert, etc.) can be provided during final engineering.
- Provide an exhibit to engineering scale showing the turning patch of the Fire Department's responding vehicle, in this case the tower truck. Exhibit must show front and rear wheel paths and the extent of the front and rear overhangs, as provided in an "Autoturn" exhibit. The vehicle shall be shown maneuvering through the site in all possible directions of travel. Attached are the specifications for the tower apparatus. Fire lanes adjacent to buildings must have a minimum pavement width of 18' to accommodate the tower truck's outriggers. Fire lanes require a heavy - duty pavement section. Asphalt pavement section to consist of: 2" Surface, 2 1/4" N-50 Binder, 5" N-50 Binder, and 4" CA-6 Stone Subbase.
- When on-site lighting is proposed, provide a site photometric lighting diagram indicating lighting intensities. Also provide the associated catalog cuts for all roadway, parking lot, and building mounted luminaries. All fixtures must be flat bottom, sharp cut-off, and no wall pack style fixtures will be permitted.
- A recent site Plat of Survey must accompany the Preliminary Engineering Plan submittal.

The Village of Arlington Heights Municipal Code can be accessed over the internet at www.vah.com

Site Plan Requirements

The purpose of this handout is to compile the various Village documents that pertain to the review of site plans. For reference, this overview will highlight the key elements of each document.

When is a Site Plan required?

A site plan is required for all new single-family homes, additions, patios, and detached structures such as a garage. Site plans are also required for all private development where work is proposed on the site such as underground utilities, parking lot modifications, or detention facilities. The site plan should include at a minimum, the items listed on the Engineering Plan Review Requirements handout.

Typical items to look for:

- Existing and proposed T/F. For new single-family homes, the plan should include the existing conditions and the proposed conditions. The proposed T/F in general should be the average of the T/F for the adjacent properties. In the event the proposed T/F is higher than the average, the architect may elect to step down the foundation or drop the siding such that the finished grade around the home is equivalent to what the finished grade would be if the T/F were the average.
- Existing and proposed topography for the site and sufficient information for the adjacent properties to show the existing and proposed drainage patterns. The T/F and finished grade around the home must be conducive to provide proper drainage swales along the property line. Maximum grade is 5:1. Cross sections of the side yard may be necessary to evaluate the proposed grading.
- Existing and proposed downspout discharge location(s) and direction. Discharge location to be a maximum of 10 ft from the home and directed to the front or rear yard.
- Existing and proposed sump pump discharge location(s) and direction. Discharge location to be a maximum of 10 ft from the home and directed to the center of the front or rear yard.
- Private storm sewer systems that may be needed to address an existing low-lying area are allowed in separate storm sewer areas. Connecting a sump pump to the Village storm sewer is allowed in most circumstances. A sump pump cannot be connected to a combined sewer unless approved by the Village Engineer. Storm sewer systems that connect to the combined sewer system must be approved by the Village Engineer.
- Water and sewer service locations. Water and sanitary sewer services are to be separated 10 ft minimum horizontally. If separation cannot be achieved, the sanitary sewer shall be constructed of water main quality pipe.
- Show the main locations, size and pipe materials for all utilities (water, storm, sanitary, combined) and tie in locations. Show clean out location(s) for the sanitary sewer service. If the utility tie in is located in the pavement, the pavement must be repaired to Village standards which shall be the fire lane cross section, or match existing. Streets with a concrete base can be repaired with full depth asphalt.

- Provide details of water service, sewer service, and sump discharge. Single-family home plans must include Village detail sheet(s).
- Location and dimensions for all window wells. Per Village code, window wells shall be a minimum of 3 ft from the property line.
- Location of driveway, including dimensions and spot elevations at the curb, sidewalk, and at the garage. Show the proposed material for the driveway (asphalt, concrete, brick). Aprons should be a maximum of 5% slope where practical to prevent bottoming out on vehicles. For driveways, it is recommended to be less than 1:12 (8.3%). Sidewalk through a residential driveway shall be 6" thick. Sidewalk through a commercial driveway shall be a minimum of 8" thick. Please refer to the Driveway Permit Guidelines.
- When an existing driveway will not be replaced in its current location, if there is a depressed curb the curb shall be removed and replaced with a full head curb.
- Utility easements and any utilities located within the easement must be shown. If the site plan proposed work to take place within that easement, such as a fence or shed, the owner must obtain written permission from all utilities before issuance of the permit.



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 BUILDING & LIFE SAFETY DEPARTMENT
 33 S. Arlington Heights Rd.
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BUILDING PERMIT APPLICATION

Indicate application type: **New Application** _____

Addendum _____

Value of Work: \$ (New) _____

Value of Work: \$ (Addendum) _____

Job Address: _____

Real Estate #: _____

New Sq. Footage: _____

Project – Select all that apply

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> A/C (Single Family) | <input type="checkbox"/> Demolition (Single Family) | <input type="checkbox"/> Grading | <input type="checkbox"/> Re-roof (Single Family) |
| <input type="checkbox"/> A/C (Comm): Units ____ Tons ____ | <input type="checkbox"/> Drainage - Landscaping | <input type="checkbox"/> Hot Tub / Spa | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Apron | <input type="checkbox"/> Drain Tile - Building | <input type="checkbox"/> Kitchen Remodel | <input type="checkbox"/> Shed / Gazebo |
| <input type="checkbox"/> Basement Remodel | <input type="checkbox"/> Driveway | <input type="checkbox"/> Multi-family Addition | <input type="checkbox"/> Single Family – Addition |
| <input type="checkbox"/> Basketball Pole | <input type="checkbox"/> Early Start | <input type="checkbox"/> Multi-family(New) | <input type="checkbox"/> Single Family - Interior |
| <input type="checkbox"/> Bathroom Remodel | <input type="checkbox"/> Elevator (Mod) | <input type="checkbox"/> New Water / Sewer Connect | <input type="checkbox"/> Single Family (New) |
| <input type="checkbox"/> Boiler | <input type="checkbox"/> Elevator – No. of Floors ____ | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Site Clearing |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Facade | <input type="checkbox"/> Patio | <input type="checkbox"/> Site Improvement |
| <input type="checkbox"/> Commercial Alteration | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Pergola | <input type="checkbox"/> Solar Panel Installation |
| <input type="checkbox"/> Commercial (New) | <input type="checkbox"/> Foundation Repair | <input type="checkbox"/> Pool (In-ground) | <input type="checkbox"/> Stoop |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Foundation Start | <input type="checkbox"/> Pool (Above Ground) | <input type="checkbox"/> Temporary Trailer |
| <input type="checkbox"/> Crawl Space Conversion | <input type="checkbox"/> Furnace | <input type="checkbox"/> Pool (Demo) | <input type="checkbox"/> Water upgrade |
| <input type="checkbox"/> Deck / Porch | <input type="checkbox"/> Garage | <input type="checkbox"/> Private Walks | <input type="checkbox"/> Windows (Commercial) |
| <input type="checkbox"/> Demolition (Commercial) | <input type="checkbox"/> Garage Addition | <input type="checkbox"/> Public Walk | <input type="checkbox"/> Windows (Multi Family) |
| <input type="checkbox"/> Demolition (Garage) | <input type="checkbox"/> Garage Floor | <input type="checkbox"/> Re-roof (Commercial) | <input type="checkbox"/> Windows (Single Family) |
| <input type="checkbox"/> Demolition (Interior) | <input type="checkbox"/> Generator | <input type="checkbox"/> Re-roof (Multi Family) | <input type="checkbox"/> Other _____ |

Specific Scope of Work: _____

IMPORTANT – PLEASE READ

Does this project have multiple contractors? Yes No

If Yes, this application must be accompanied by the Contractor List.

I, the applicant, certify that I have the proper authority to apply for this permit, to list the contractor provided below, and that all information provided is complete and accurate to the best of my knowledge.

Date: _____ **Applicant's Signature:** _____ **Print Name:** _____

Phone: _____ **Fax:** _____

Applicant's Email: _____

Applicant's Address: _____

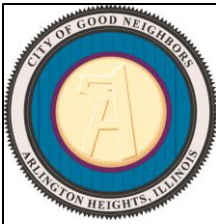
City: _____ **State:** _____ **Zip:** _____

Contractor: _____ **Contractor's VAH License #** _____

Contractor's Address: _____ **Contractor's Email:** _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Owner of Property: _____ **Owner's Phone:** _____



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CONCRETE/ASPHALT ACKNOWLEDGMENT

INSPECTIONS PERFORMED BY THE BUILDING & LIFE SAFETY 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 2 1/2" compacted depth of surface mix over 6" compacted CA-6 gravel; no pea gravel allowed.

ALL FLAT WORK REQUIRES A PREPOUR/BASE INSPECTION AND A FINAL INSPECTION

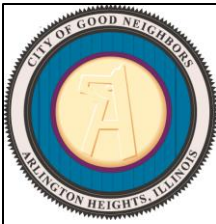
- Prior to scheduling a final inspection the forms must be removed and the area backfilled.

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

Date: _____ Job Address: _____

Print Name: _____ Signature: _____

ALL INSPECTIONS SHALL BE SCHEDULED THROUGH THE BUILDING & LIFE SAFETY DEPARTMENT 847-368-5560



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RESIDENTIAL DETACHED ACCESSORY STRUCTURE STATEMENT OF ACKNOWLEDGMENT

- | | | |
|--|---------------------------------|---|
| <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Shed | <input type="checkbox"/> Playhouse |
| <input type="checkbox"/> Pergola | <input type="checkbox"/> Gazebo | <input type="checkbox"/> 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: _____

**VILLAGE OF ARLINGTON HEIGHTS
CONTRACTOR LIST**

Job Address: _____ **Permit #:** _____

**IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE ALL CONTRACTORS ARE PROPERLY LICENSED,
LOCALLY AND AT STATE LEVEL**

	Name	Address	Phone	License Number
General:				
Electrical:				
Plumbing:				055-
Concrete Foundation:				
Carpenter:				
HVAC:				
Insulation:				
Drywall:				
Concrete / Paver Flatwork:				
Masonry:				
Excavator:				
Steel Erector:				
Other:				

**ALL CONTRACTORS MUST BE LICENSED PRIOR TO THE ISSUANCE OF THE PERMIT
CONTRACTOR'S LICENSE MUST REMAIN VALID THROUGH DURATION OF THE CONSTRUCTION PROJECT.**