



City of Countryside - Community Development Department

## DETACHED ACCESSORY STRUCTURE

120 sq. ft. or less

### Permit Requirements

803 Joliet Road

Countryside, IL 60525

(708) 354-1860

Fax: (708) 354-9445

[www.countryside-il.org](http://www.countryside-il.org)

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The following information must be filled-out on the general permit application in order to approve the permit.

- Date of application
- Address of Structure
- Estimated Cost
- Project Description - Fence Material, Height
- Property Owner's Name, Address and Phone Number
- General Contractor's Name, Address and Phone Number  
(Indicate "Homeowner" if a contractor is not being used)
- Sign and Date Permit Application
- A complete description of the shed or drawings (Commercial projects require plans stamped by a licensed architect or structural engineer)
- All permit applications submitted to the building department will require a tax bill and the Property Identification Number

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#### PLAT OF SURVEY

A Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the structure on the plat in its exact location including dimensions to all lot lines and other structures. Indicate on the plan all existing structures located on the property.

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#### FEE

The fee for a residential accessory structure permit is \$0.20 per sq. ft. base fee plus \$0.10 per sq.ft. if electric is provided. The fee for a non-residential structure permit is \$20.00 per \$1,000.00 job valuation. There is a minimum permit fee of \$50.00. Payment is not required until the permit is picked-up at the Community Development . If payment is made via check, make payable to: City of Countryside

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#### PERMIT ISSUANCE

Permits take approximately **THREE TO FIVE BUSINESS DAYS** to process. The Community Development Department will notify the property owner by telephone when the permit is ready. All permits are to be picked-up at the Community Development Department.

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#### PERMIT EXPIRATION

The life of a permit is twelve (12) months from the date of issue. A permit may be extended past the twelve (12) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within the six (6) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

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## INSPECTIONS

All projects require prepour (before any concrete is poured), underground electric (before covering conduit in the ground as needed), rough and final building and electrical inspections. Inspections are scheduled by calling the building department at least one business day in advance at 708-354-1860.

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## CONTRACTORS

All contractors doing work in the City of Countryside must be licensed and bonded with the City prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. All contractors doing work in the City of Countryside must be licensed and bonded with the City prior to starting the work. Permits will not be issued unless all contractors on the permit are licensed and bonded. If at any time during the permit approval process or during construction after the permit is approved and issued, a decision is made to change any contractor listed on the application, a revised permit application form must be completed and submitted to the Community Development Department. Verification of the new contractor's license and bond status as current must be confirmed by the City before work on the project can resume.

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## PROPERTY OWNER

A permit is required for all new or replacement accessory structures. The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.

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## J.U.L.I.E.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

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## ZONING

Please note: Zoning codes have changed over the years. If you are replacing an existing structure, it must comply with the new codes.

The maximum size of any accessory structure is 720 sq. ft. (1,500 sq.ft. in R-7) or 40% of the rear yard (2.76% of the total lot in R-7). There may be a total of three accessory structures which combined don't exceed the individual maximum values. If there is a swimming pool, the combined area of all accessory structures and the pool must not exceed 25% of the rear yard.

Accessory structures must not be closer than ten feet to any structure other than a fence and shall not exceed 15 feet in height. They shall maintain a side yard setback of three feet in R-3, fifteen feet in R-7 and five feet elsewhere. The minimum rear yard setback is 50 feet in R-7 and five feet elsewhere.

**Corner lots have special requirements concerning two front yard set backs. It is best to bring in the Plat of Survey to discuss fencing allowed on these lots.**

**If you have any questiions, please contact the Community Development Department at (708) 354-1860.**