



City of Countryside - Community Development Department

## DETACHED GARAGE OR STRUCTURE

Greater than 120 sq. ft.

### Permit Requirements

5550 East Avenue

Countryside, IL 60525

(708) 354-1860

Fax: (708) 354-9029

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

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
- Complete the 2-page "Structural and Framing Details" Form or Submit Complete Construction Drawings (Commercial projects require plans to be signed and sealed 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

#### 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.

#### GRADING PLAN

Three copies of a complete grading plan for the property generated by an engineer must accompany the permit application. The grading plan will be reviewed by our City Engineer.

#### 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 Department. Engineering and building plan review fees are not included and must be paid for separately. Payments via check should be made payable to: City of Countryside

#### 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.

#### PERMIT ISSUANCE

Permits take approximately **TEN TO TWELVE 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.

---

## 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.

---

## 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.

---

## 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.

---

## 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.

---

## 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.**

---

## BUILDING CODE

The structure must be constructed on either a frost proof footing or a "thickened edge" slab which extends a minimum of 12" below ground and is 12" wide around the perimeter of the structure.

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

Square Footage: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Average Height: \_\_\_\_\_

Distance from lot line to foundation: Front \_\_\_\_\_ Sides \_\_\_\_\_, \_\_\_\_\_ Rear \_\_\_\_\_

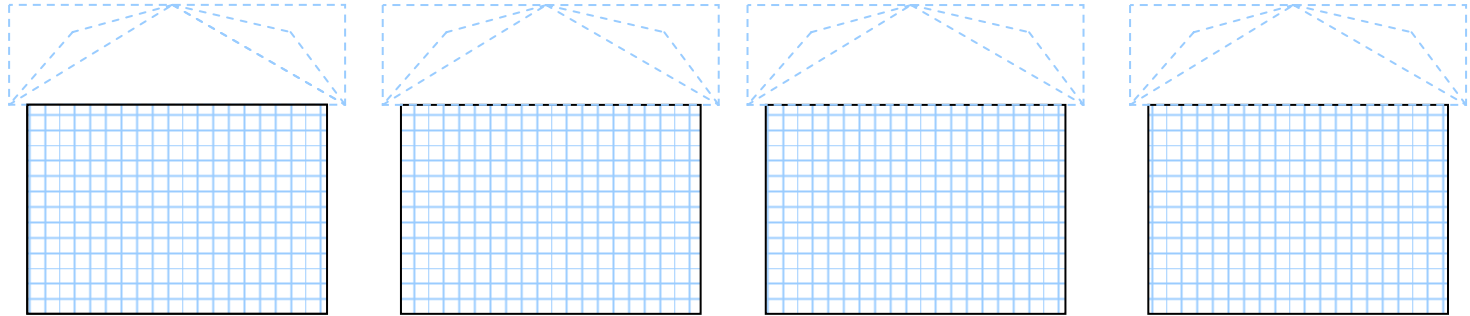
**Required Submittals:** Check items submitted.

- Plat of Survey                       Electrician's Signature                       Cook County Demolition Letter  
 Plan View                                       \* Elevation/ Section                       \* Specifications & Details

### Structural and Framing Details

Roof Style:  Hip                       Gable                       Gambrel                       Other \_\_\_\_\_

Elevations:



North                                      South                                      East                                      West

Allowable Rafter Spans- #2 GRADE OR BETTER- ENGINEERED LUMBER FOR LONGER SPANS												
RAFTER SIZE* CEILING NOT ATTACHED TO RAFTERS- RAFTER TIES AT TOP PLATES NOT MORE THAN 4-0 O.C.												
SPECIES	ON CENTER	2x4	2x6	2x8	2x10	2x12	ON CENTER	2x4	2x6	2x8	2x10	2x12
DOUG FIR-LARCH-SPF	16	8-2	11-11	15-1	18-5	21-5	24	6-8	9-9	12-4	15-1	17-6
HEM-FIR		8-0	11-9	14-11	18-2	21-1		6-7	9-7	12-2	14-10	17-3

**Headers:** See Span Table: Overhead Door \_\_\_\_\_ X \_\_\_\_\_ Header: \_\_\_\_\_ @ \_\_\_\_\_ X \_\_\_\_\_  
 Service Door \_\_\_\_\_ X \_\_\_\_\_ Header: \_\_\_\_\_ @ \_\_\_\_\_ X \_\_\_\_\_  
 Window(S) \_\_\_\_\_ X \_\_\_\_\_ Header: \_\_\_\_\_ @ \_\_\_\_\_ X \_\_\_\_\_

Allowable Header Spans- #2 GRADE OR BETTER FOR SAWN WOOD									
HEADER SIZE FOR ROUGH OPENING * =MIN 2 JACK STUDS									
2@	2x4	2x6	2x8	2x10	2x12	ENGINEERED	3.5 X 9.25	3.5 X 11.25	3.5 X 14
SPAN-NO FLOOR	3-6	5-5	6-10	8-5*	9-9*		12-0*	14-0*	18-3*
HEADERS THICKER THAN 3 1/2" REQUIRE LARGER WALL FRAMING FOR FULL BEARING ONTO JACK STUDS									
3@			2x8	2x10	2x12	4@	2 X 8	2 X 10	2 X 12
SPAN-NO FLOOR			8-4	10-6	12-2*	SPAN-NO FLOOR	9-2	11-8	14-1

**Sway Bracing:** (Each End/ Corner And Max. 25' Apart)  
 1 X 4                       1/2 "Structural Sheathing                       Approved Metal                       Other \_\_\_\_\_

**Electric:** Show Electric Service Drop From Utility And Feeder To Garage On The Plat – Note

**Overhead/Underground.**  
 Reuse Existing                       New Service                       New Sub-Panel                       New Branch Circuit  
 \_\_\_\_\_ # Gfci(S)                      \_\_\_\_\_ #Switches                      \_\_\_\_\_ # Lights                      \_\_\_\_\_ #Dedicated

Receptacle(S)  
**Hvac:** This Garage:

Is Not,  Is Heated And/Or Air Conditioned (Mechanical And Insulation Specifications Required)

**Slab/Apron:** Minimum Slab Requirements Are Shown On The Sketch. Apron Shall Be A Minimum Of 7" Concrete On A Minimum Of 4" Compacted Fill. Typically The Minimum Apron Dimension Is 4'.

