



Permit Application Requirements

Complete permit application, online or in-person.

Submit a non-reduced Plat of Survey showing the proposed shed location and dimensions in respect to property lines and house structure.

Provide construction drawing for the shed drawing or provide manufacturer's drawings. The drawing must detail the type of foundation installation, shed dimensions, height, elevation, and structural members.

If a contractor will be building the shed, the contractor must be registered and bonded with the Village of Hanover Park. The contractor shall provide a copy of a signed agreement or estimate detailing the scope of work.

Call J.U.L.I.E. (Joint Utility Locating Information for Excavators) at 800-892-0123 for a dig number prior to obtaining a building permit. The dig number MUST be on the permit prior to issuance. You should call JULIE immediately if an underground utility line is hit by accident during digging.

Construction Requirements

A shed may not be built prior to the start of construction of the principal building on the lot.

A shed may be no larger than two hundred (200) square feet. Only one (1) shed is permitted per lot.

Maximum allowable height is fifteen (15) feet as measured from grade to the highest point of the roof line.

The shed must be located at least ten (10) feet from the rear lot line, (10) from the house structure, and five (5) feet from the side lot line—this includes any element of the shed and/or its foundation.

Sheds cannot be attached to a garage or house.

Non-corroding, non-decaying, plastic storage bins less than twenty-five (25) square feet in area do not require a building permit and not more than two such bins per lot shall be allowed.

A shed may not be located on utility easements. Any elements of the shed shall not encroach at below, on-ground, or above the easement.

The shed shall be anchored to the ground by one of the following methods:

- Concrete slab (minimum 4" thick over 4" gravel). Install 1/2-inch anchor bolts, expansion anchors, or epoxy anchors at 48 inches on center, maximum. A minimum of two anchors shall be used per sill plate.
- Piers. Install one 1/2-inch anchor bolt, expansion anchor, or epoxy anchor per pier.
- On gravel. Install minimum 30-inch earth anchor at each corner.

Any dirt removed for your project should be placed around the building foundation or other area that will not interfere with storm water drainage. Village regulations prohibit the filling of drainage swales. If you have any questions on changing the drainage flow on your property, contact the Engineering Department at 630-823-5700.

Engineering Requirements

- Verify and pothole all utilities in the field, including private utilities. The contractor is responsible for contacting J.U.L.I.E
- Utility appurtenances (i.e. b-box, water valve/manhole/catch basin frame, fire hydrant, etc.) shall be located, protected, be accessible at all times, and kept clean during and after work.
- Maintain 5' minimum clearance from existing village utility locations.
- Sheds shall not be installed in easements.
- Drainage patterns/conditions shall not be altered as to cause any stormwater runoff to adjacent properties to increase.

Inspections

A Pre-pour, Rough and Final inspections are required. A minimum of 24-hour notice is required for all inspections. To schedule inspections please call Inspectional Services Division at (630)823-5860.

If the shed is anchored to a concrete slab or piers, an inspection is required before concrete is poured. If earth anchors are used, they must be exposed for inspection.

If the shed is to be placed on ground/gravel, an inspection is required before starting construction to verify the location of the shed meets required setbacks.

General Information and Reference

VILLAGE OF HANOVER PARK FIRE DEPARTMENT

