

Accessory Permit Application



Village of Glen Carbon
Department of Building & Zoning
151 N. Main Street
Glen Carbon, IL 62034
(618) 288-1200

NOTICE

Submit completed applications to:	Submit inspection requests to:
permits@glen-carbon.il.us	inspections@glen-carbon.il.us

PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof that your permit was received. The application must be filled out completely and all required documentation submitted. The review process begins once all the required information has been submitted.

YOU WILL BE NOTIFIED WHEN YOUR PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT. Making multiple attempts with staff to determine the status of the permit will cause delays.

INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof your inspection request was received. You will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff.

Village Website	www.glen-carbon.il.us
Village Ordinances	https://codelibrary.amlegal.com/codes/glencarbonil/latest/overview

**INFORMATION SHEET FOR SHED OR
ACCESSORY BUILDING**

GLEN CARBON BUILDING DEPARTMENT

1. Complete entire application. (Incomplete forms are returned. Applications may be submitted electronically to kcrawford@glen-carbon.il.us)
2. Date and **SIGN** the application.
3. Payment for permit is required when picked up.
4. Easements – No structures of any kind are allowed in easements. Verify the location of easements on your property with the Village Building Department prior to construction.
5. No accessory building or structure shall be constructed on any lot prior to the time of construction or a principal building to which it is accessory.
6. No accessory structure or building including detached garages shall be located nearer the front lot line than the principal building or structure on that lot.
7. No cellar, basement, tent, trailer or accessory building shall at any time be used as an occupied dwelling.
8. No accessory building or structure, unless an integral part of the principal building shall be erected, altered or moved within 10 feet (10') of the principal building. (See Item 6)
9. An accessory building constructed within ten feet (10') of the principal building shall be constructed based on the following. There shall be no windows in the walls facing the space between the two buildings, the walls of the structure shall be fire protected as per the Village Building Code.
10. All accessory buildings greater than 140 sq. ft., must have a frost footing of 24" or greater. Exceptions (garages)

11. Setbacks-accessory structures:

Zoning Districts:	RS-10	AG
Front Yard	25ft	50ft
Side Yard	5 ft	5ft
Side Yard (street)	25ft	40ft
Rear Yard	5 ft	5ft

12. All accessory structures shall be constructed and maintained in a manner compatible with adjacent properties.

13. In no case shall such accessory building exceed fifteen (15') in height. See attached illustration for building height guidelines.

14. SITE PLAN (See Example Sheet):

- Draw plan to scale of 1"-20' or greater.
- Show North arrow.
- Show location and dimensions of all property lines and easements.
- Show locations and names of all streets and alleys adjacent to the site.

15. ELEVATION PLAN (See Example Sheet):

- Show height of building.
- Show front and side elevations.

16. FLOOR PLAN (See Example Sheet):

- Draw plan to scale of W'=I' or greater.
- Show room sizes.
- Size and locate all windows and doors.
- Label all rooms as to proposed use.

17. Your permit to start construction along with a statement of charges and inspection information will be available for pick up at Glen Carbon Village Hall provided your application is complete and meets Building and Zoning Regulations.



Village of Glen Carbon Accessory Structure Application

Address of Property : _____

Building Type (circle one): Shed Barn

Value of Improvement: _____

Dimensions of Structure: Width: _____ Length: _____

 Height: _____ Total Area: _____ Sq. Ft.

Materials Used In Structure

Please circle materials used for each portion of the structure.

<u>Foundations:</u>	<u>Walls:</u>	<u>Roof:</u>	<u>Floor:</u>
Concrete	Wood Frame	Wood	Wood
Block	Block	<u>Shingle</u>	Concrete
Wood Skids	Steel	Metal	

Owner:
Name: _____
Address: _____

Telephone: _____
Email: _____

Contractor:
Name: _____
Address: _____

Telephone: _____
Email: _____

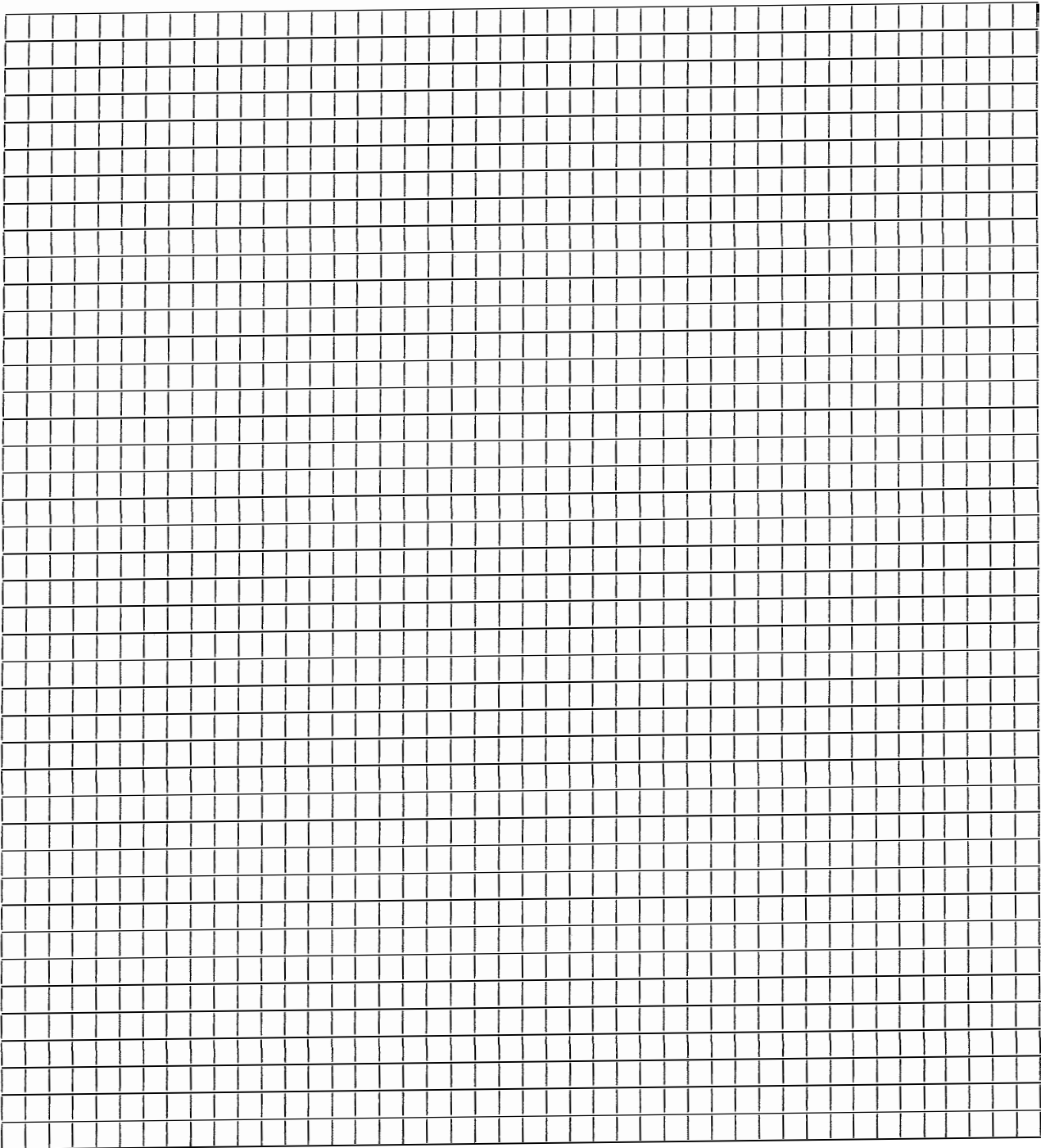
The owner of this structure and the undersigned agree to conform to all applicable laws of this jurisdiction and agree not to allow person or persons to use or occupy the above structure before a final inspection has been made and approved and a Certificate of Use and Occupancy has been issued for said structure. **"It is the applicant's responsibility to comply with any subdivision covenants and restrictions which may also apply to your proposed construction."**

Signature of Owner or Legal Representative

Date

PLOT PLAN

- 1. Draw lot and show its dimensions.
- 2. Show distances (setbacks) of all buildings to lot lines, dimensions (size) of building and lot. Indicate size and location of easements.
- 3. If corner lot, designate setback lines at both street locations.
- 4. Indicate any additional out-buildings and all existing buildings with dimensions.
- 5. Indicate location of requested shed or barn.
- 6. Indicate all street and road names.
- 7. Indicate North Arrow.

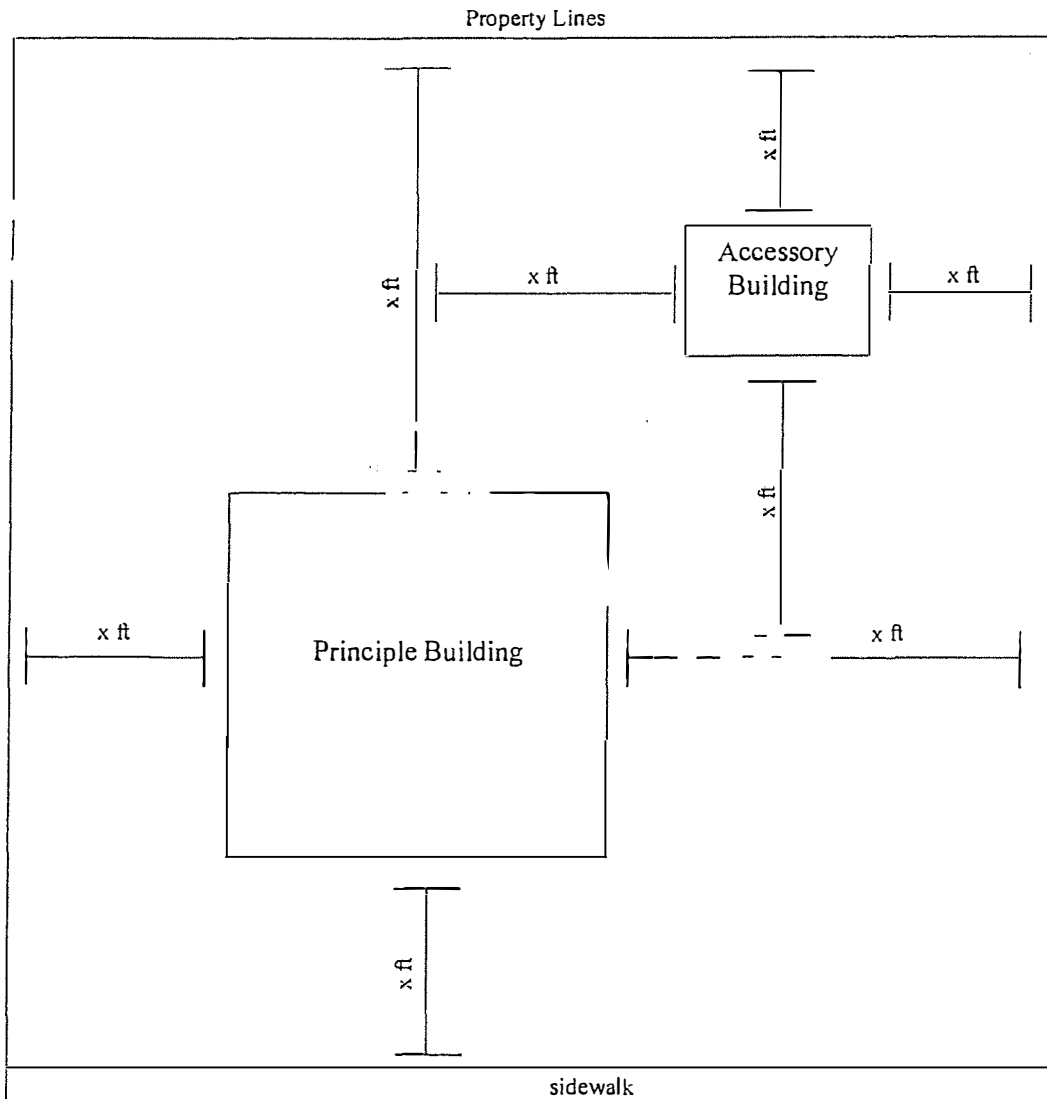


SHED OR BARN SAMPLE PLOT PLAN

Please create your own plot plan, to scale, using this model. **DO NOT USE THIS SHEET.**

Show the following information:

1. Outline of the property
2. Dimensions of the property
3. Streets
4. Size of the buildings
5. Location of buildings
6. Distance to property lines from all structures

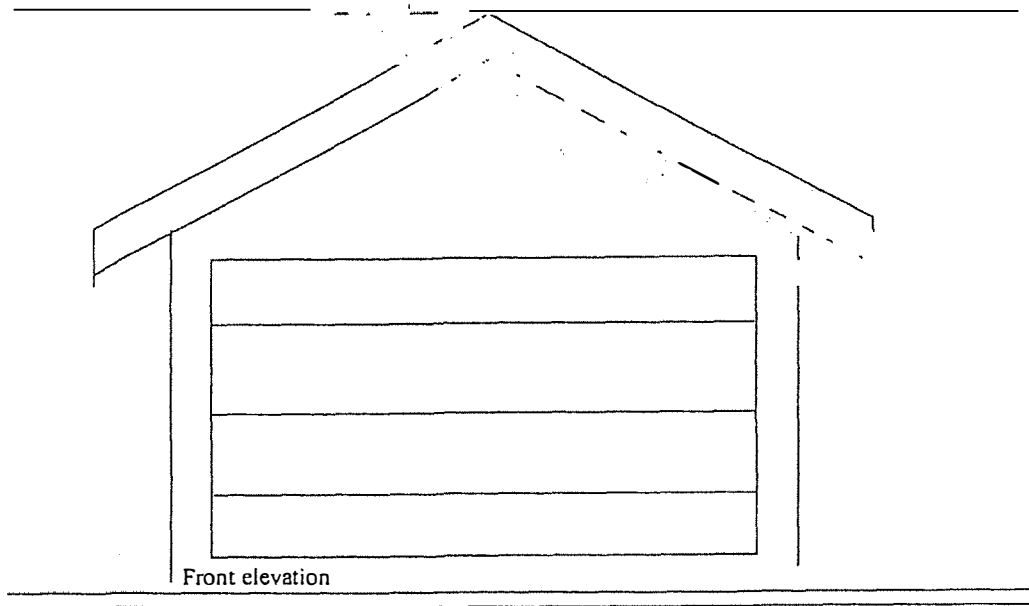
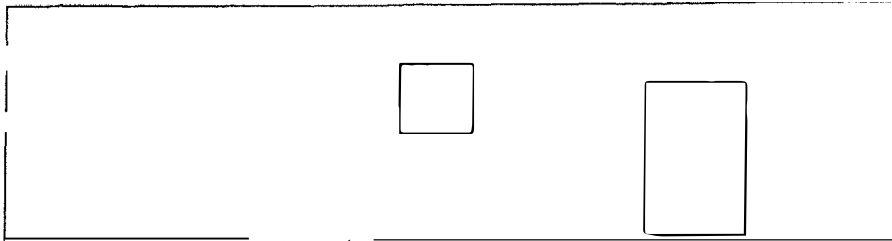


Disclaimer: These sketches serve as a guide. Additional information may be required to obtain a Building Permit

SHED OR BARN ELEVATIONS

Please create your own elevation drawings using this model. **DO NOT USE THIS SHEET.**

Label which elevation is being shown (Front, right, etc.):



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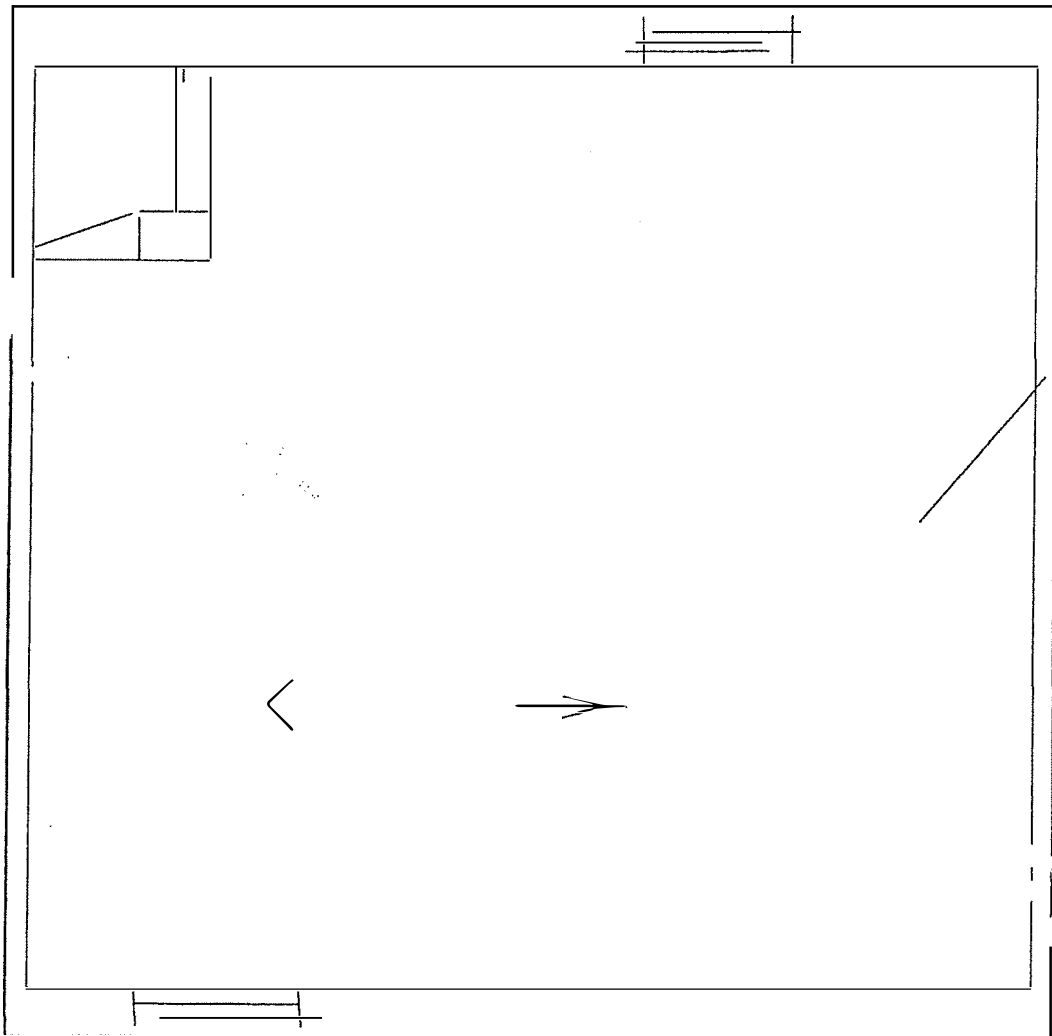
SHED OR BARN SAMPLE TYPICAL FLOOR PLAN

Please create your own floor plan using this model. **DO NOT USE THIS SHEET.**

Show the following information:

1. Size of building
2. Location of windows and doors
3. Size of windows and doors
4. Direction of joists
5. Header sizes

Floor Plan



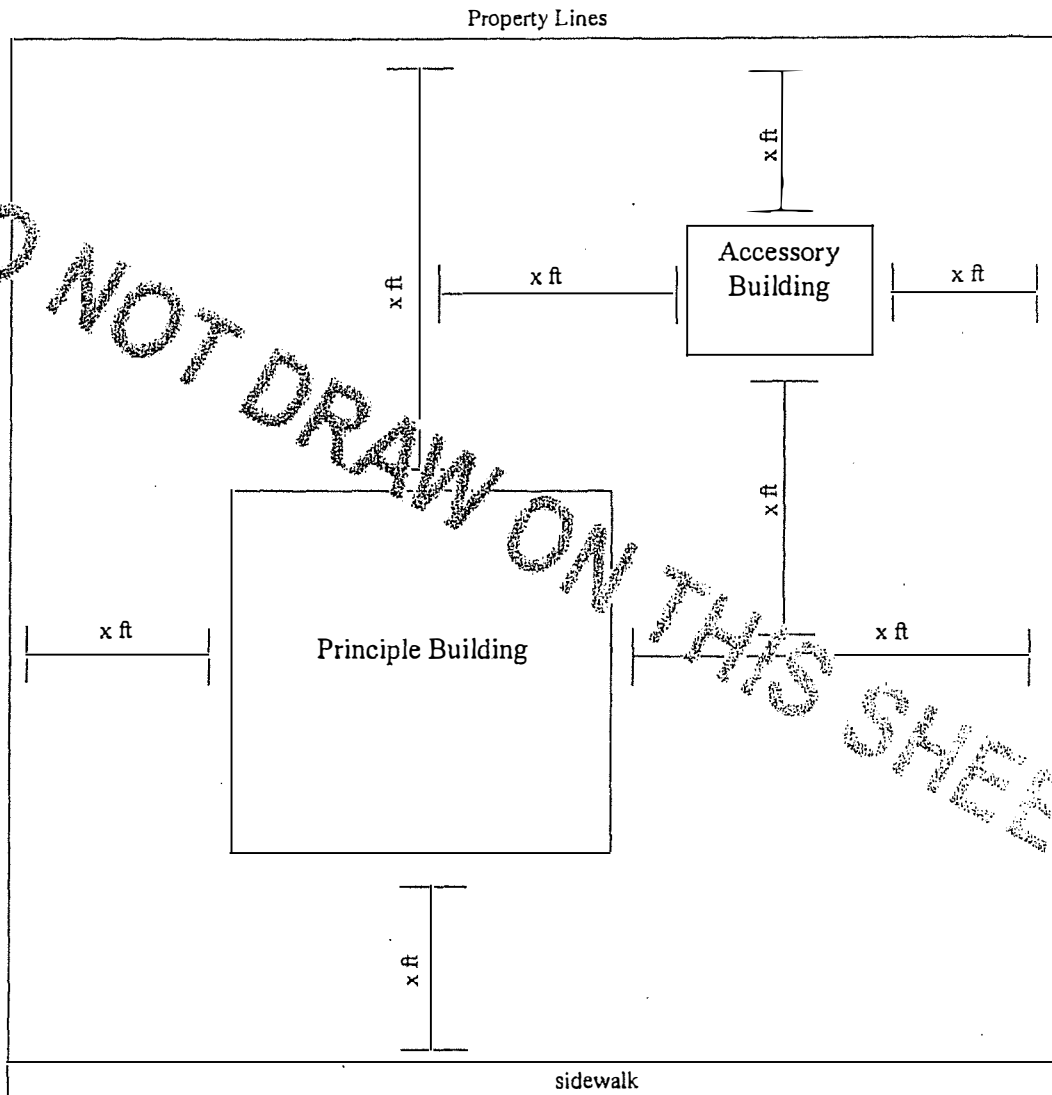
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SHED OR BARN SAMPLE PLOT PLAN

Please create your own plot plan, to scale, using this model. **DO NOT USE THIS SHEET.**

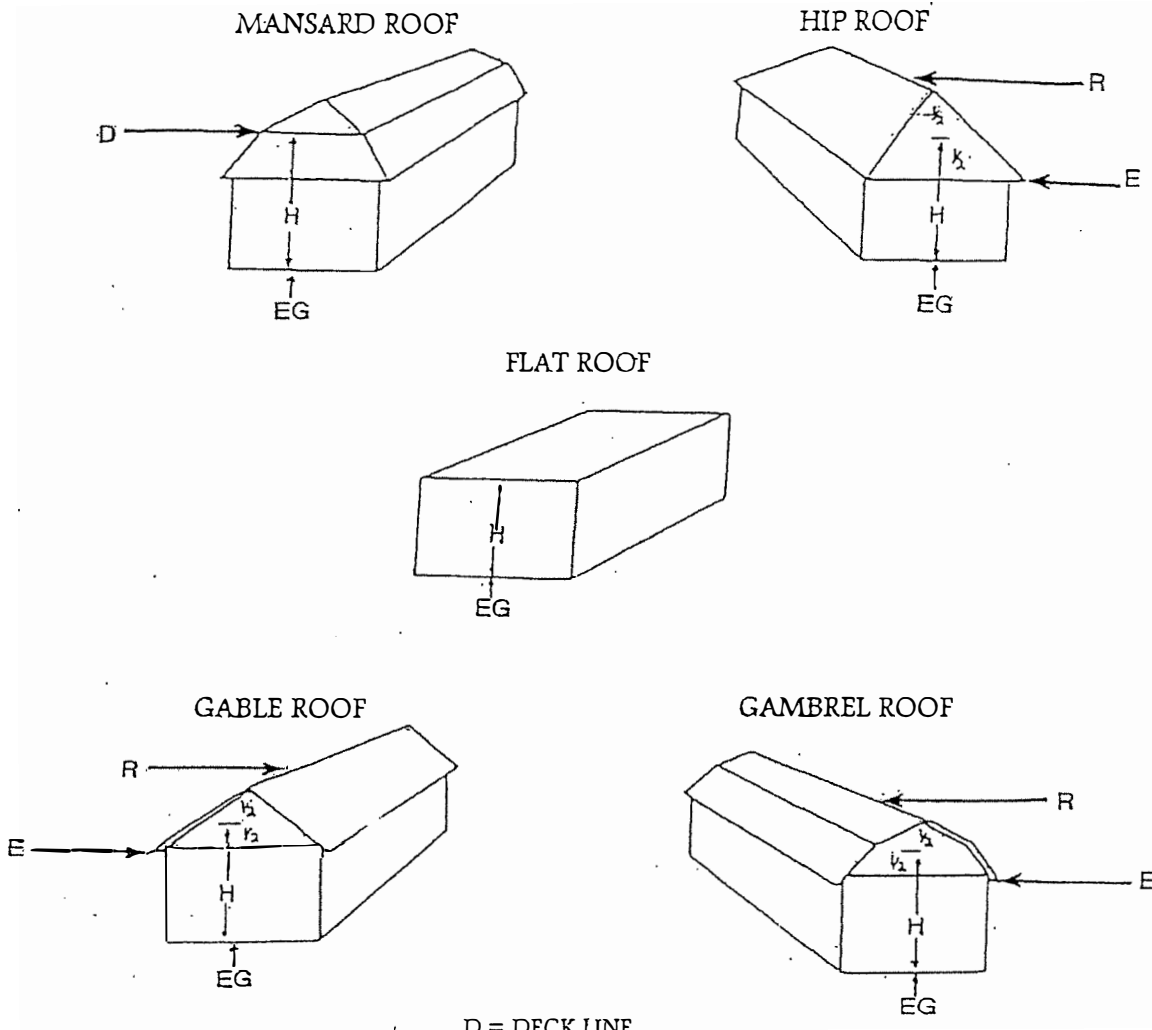
Show the following information:

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BUILDING HEIGHT MEASURING GUIDE: TO BE USED FOR OBTAINING
CORRECT HEIGHT OF ALL PRIMARY AND ACCESSORY BUILDINGS.



- D = DECK LINE
- E = EAVES
- EG = ESTABLISHED GRADE
- H = HEIGHT OF BUILDING
- R = RIDGE