

SHED BUILDING PERMIT APPLICATION

Application Date ____/____/____

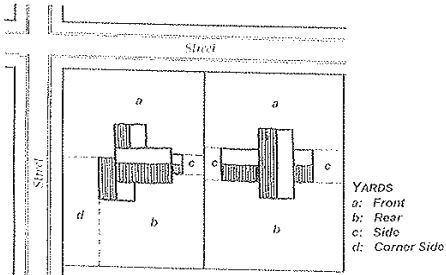
Property & Owner Information			
Owner Name			
Phone			
Email Address			
Street Address	_____		
	Romeoville, Illinois 60446		
Subdivision & Lot #	Subdivision _____	Lot # _____	
Work Performed by Homeowner			
If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.			
Contractor Information			
If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors in Romeoville shall be registered, insured and bonded with the Village.			
General Contractor Name		Village Registration No.	
General Contractor Address (no P.O. Box)			
General Contractor Phone		Email Address	
Sub-Contractor Name:			
Sub-Contractor Address and Phone #:			
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor		<h2 style="color: red;">\$ 50.00 Plan Review Fee when Permit Application is submitted</h2>
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor		
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor		
Estimated Cost	\$		

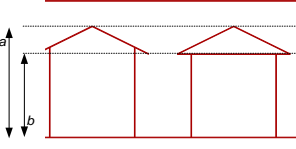
Office Use Only		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Status Sticker OFFICIAL USE ONLY </div>
Application Date:		
Received By:		
Permit Date:		
Permit #:		Permit Cost:



The Village of Romeoville has codes that guide the size and location of sheds. Use this form and checklist as you plan your shed to ensure that you include all information needed to review your application.

Site Requirements

Requirement	✓ to confirm that you have shown ...	Office Use
You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, etc. The structures shall be drawn to scale, labeled, and dimensioned.	all structures	
The proposed shed shall be shown. It shall be labeled and dimensioned.	the proposed shed	
The shed may only be located in a rear yard.		the shed located in a rear yard
A maximum of one shed is allowed per individual lot.	Only one shed	
The shed shall be not less than 10 feet from the nearest point on the home.	the distance from the home	
The shed shall be not less than 5 feet from any freestanding structure (such as a pool or gazebo).	the distance to each freestanding structure	
The shed may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.	the shed not located on any easement	
The shed shall be not less than 5 feet from each side property line.	the distance to each side property line	
The shed shall be not less than 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge & Honey tree Unit 5), the shed shall be at least 7 feet to the rear property line.</i>	the distance to the rear property line	
The shed cannot be greater than one-story in height.	a one-story shed	

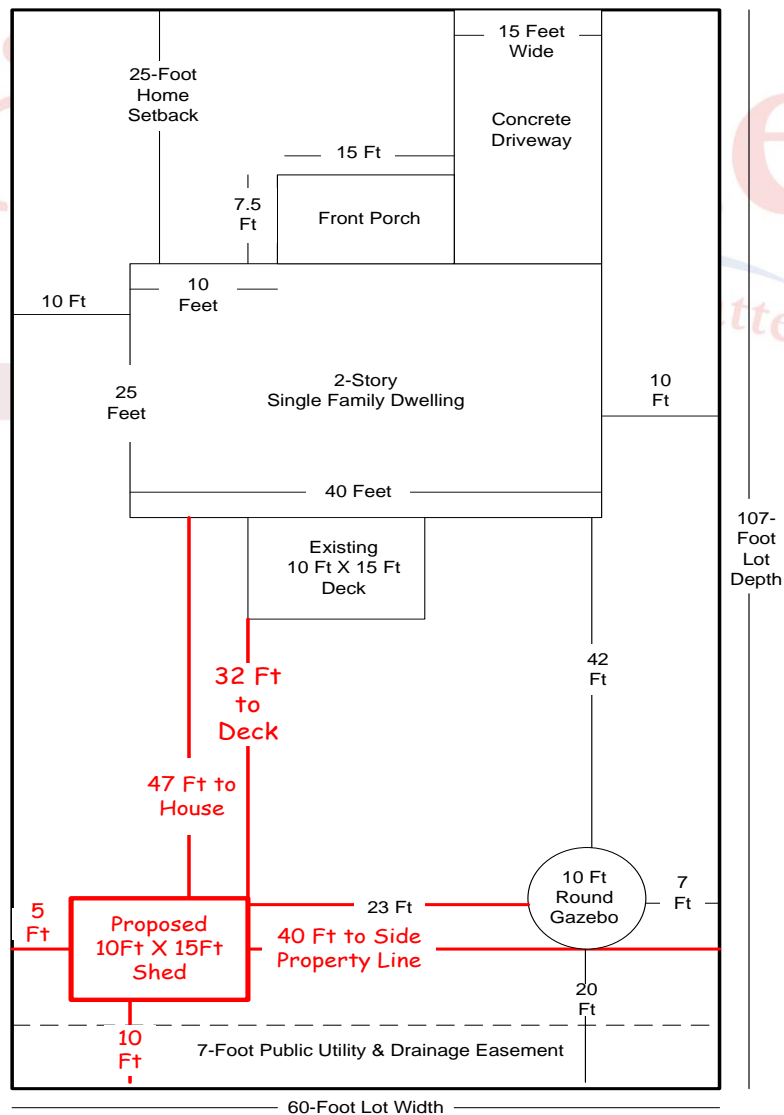
Requirement	Fill in the blanks.	Office Use
Any structure that has a width greater than 10 feet and a depth greater than 18 feet shall not be considered a shed.	Area: _____ Square Feet	
What is the width and depth of the shed?	Width: _____ Feet, _____ Inches Depth: _____ Feet, _____ Inches	
In total, no more that 50% of the property can be covered with building, structures, or pavement.	Lot coverage: _____ %	
	The total height of the shed cannot exceed 15 feet from the concrete slab to the ridge (<i>a</i>) nor can it be more than 8 feet from the slab to the top of the finished wall (<i>b</i>).	Height from floor to eave: _____ Feet Total height: _____ Feet

SAMPLE PLOT PLAN

This illustration is provided as an example of what shall be submitted with your application. Please note that it shall show:

- The size of the lot
- The location and size of the house
- The location and size of all existing structures
- The location of the proposed shed
- The size of the proposed shed
- The distance from the shed to the rear property line
- The distance from the shed to the side property line

All of this information shall be shown on your plat so that we can review your application.



Note: For roofs with slopes between 2:12-4:12, follow manufacturer's instructions for low slope application of roofing material.

Truss or 2x _____ rafters spaced _____ " O.C.
 (example: Put checkmark in box -or- 2 x 10 Rafters Spaced 24" O.C.)

Sheathing _____
 (example: 1/2" exterior plywood)

Minimum 1x _____ ridge board
 (example: 1 x 12)

Roof covering _____
 (example: Class A 3 tab shingles)

Underlayment _____
 (example: 1 layer 15# felt)

Building Section

Provide roof tie downs and solid 2x blocking between rafters (2x12 or greater)

12 pitch _____

Ceiling Insulation _____
 (If heated - example: R-38)

2x _____ ceiling joists @ _____ O.C.
 (example: 2 x 8 @ 24" O.C.)

Double 2x _____ top plate
 (example: 2 x 6)

Span _____
 (example: 23' 5")

Ceiling height _____
 (example: 8')

Siding _____
 (example: lap or T-111)

Wall sheathing _____
 (example: 1/2" exterior plywood)

2x _____ studs @ _____ O.C.
 (example: 2 x 6 @ 24" O.C.)

Cont. 2x _____ sill plate
 (example: 2 x 6)

Note: Pre-engineered roof trusses w/ russ clips and hardened nails may be used in lieu of roof structure shown.

Diagonal wind bracing or plywood shear panels @ corners and each 25' of wall.

Concrete slab shall be not less than 4 inches in depth

Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.</i>		Office Use
	All sod, topsoil and organic material that are excavated shall be removed from the site.	
	CA-6 gravel shall be used as the base course and compacted to a depth of not less than four (4) inches.	
	6x6 #10 wire mesh or an approved equivalent shall be used as reinforcement.	
	A PVC, Resin or rubber shed (kit) that is 64 sq. ft. or less is not required to be installed on a concrete slab.	
	Sheds that are greater than sixty-four (64) square feet shall be placed on and fastened to a concrete slab with a thickened edge. The concrete slab shall be not less than four (4) inches in depth with a thickened edge of not less than eight (8) inches in width by eighteen (18) inches in depth (twelve" below grade and six" above grade) and sloping at a 45-degree angle to meet a four (4) slab. Two (2) #four (4) rebar shall be installed continuously around the thickened edge of the footing. The base course shall be not less than four (4) inches of CA-6. The shed shall be anchored to the outer edge of the slab with ten (10) inch by ½ inch J bolts with washers and nuts. The bolts shall extend not less than seven (7) inches into the concrete and placed not greater than twelve (12) inches from each building corner, not greater than six (6) feet on center, not more than twelve (12) inches from any sill plate break, and not less than two (2) bolts per sill plate.	
	Concrete used for the shed shall be not less than a 5 bag mix.	
	Additives are <u>not</u> allowed in the concrete.	
	48 hours before digging, you shall call JULIE utility locator at (800)892-0123. They will ask for the County (Will), Village (Romeoville), township, section and ¼ Sections.	
<u>IF ELECTRIC IS INSTALLED:</u>		
	All electrical work shall be in EMT conduit with metal boxes (No Romex or BX) and meet the requirements of the 2014 National Electrical Code.	
	All wire shall be copper. Aluminum is not allowed.	
	Underground UF, SE, and USE cable is not allowed.	
	Electric branch circuits brought to shed from house panel using either one of two methods: <ol style="list-style-type: none"> 1. Rigid steel conduit shall be buried not less than 6 inches below grade. If it is installed under the driveway it shall be buried not less than 24 inches below grade. 2. PVC schedule 40 listed electrical conduit used for direct burial shall be not less than 18 inches below grade. When it is installed under a driveway, it shall be not less than 24 inches below grade. Rigid steel 90's with rigid steel conduit shall be used at and above grade. 	
	A disconnect is required inside a shed for power. (A snap switch for a single 15 or 20 amp circuit may be used).	
	A switched exterior light is required for the man-door.	
	A switched interior light is required inside the shed.	
	Not less than one GFCI receptacle shall be installed inside a shed.	
	An underground electrical inspection is required before any trenches are filled.	
	A rough electrical inspection is required before any devices are installed and boxes closed (Switches and Outlets).	
	A final electrical inspection is required after the work has been is completed.	

Requirement	Fill in the blanks.	Office Use
CA6 (road mix) shall be used as a base course placed to a depth of not less than four (4) inches.	What depth is the base course? _____ Inches	
Wire mesh or approved equivalent shall be used as reinforcement.	What material will be used for reinforcement? _____	
Shed slabs shall be monolithically poured to a depth of not less than four (4) inches.	What will be the thickness of the slab? _____ Inches	
The slab's thickened edge shall be not less than twelve (12) inches in width by not less than eighteen (18) inches in depth.	What size the slab's thickened edge? Width _____ By Depth _____	
Concrete used for the slab shall be not less than a 5 bag mix.	What will be the bag mix? _____ Bag Mix	
If a storage shed is to be serviced with electricity, a separate branch circuit with not less than a 20 amp capacity shall be installed.	Will the storage shed be serviced with electricity? <input type="checkbox"/> Yes, <input type="checkbox"/> No If yes, what amperage will the separate branch circuit have? _____ Amps	
If a storage shed is to be serviced with electricity, not less than one ground fault circuit interrupter (GFCI) receptacle is required.	If the shed will be serviced with electricity, # GFCI receptacles to be installed? _____	



Permit & Inspection Requirements

Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.

Office
Use

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>The Building Permit shall be posted in the building's window where it can be seen from the street.</p> <p>Each phase of construction shall be inspected and approved by the Village of Romeoville <u>prior</u> to proceeding to the next stage of construction.</p> |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • A Pre-Pour Inspection shall be performed once the base course and forms are in and before the concrete is poured. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • An electrical inspection shall be performed if the shed will be serviced with electricity. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • A framing inspection shall be performed. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • A FINAL BUILDING AND ELECTRICAL INSPECTION SHALL BE PERFORMED AFTER THE SHED HAS BEEN COMPLETED. Once the inspection passes, a Certificate of Completion will be issued. The structure may not be used until the Certificate of Completion has been issued. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • All inspections shall be scheduled at least in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number shall be provided when inspections are scheduled. |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Failure to call for required inspections may result in a "STOP WORK ORDER". |
| <input type="checkbox"/> | <ul style="list-style-type: none"> • Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS. |
| <input type="checkbox"/> | <p>Work shall be started within ninety (90) days of the issuance date of the permit and shall be completed within one hundred eighty (180) days.</p> |

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. Please note that said form is strictly a guide and all construction shall adhere to the said currently adopted codes of the Village of Romeoville.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only Approval & Review Status
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Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	

Notes	
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