



SHED PERMIT

REQUIRED PERMIT REQUEST INFORMATION:

- ☐ An accurate plat of survey with the placement of the proposed structure clearly marked.
 - ☐ Completed Shed Permit Application
 - ☐ Completed Residential Accessory Structure Form
 - ☐ Measurements - Shed details
 - ☐ Structural drawings
 - ☐ Cost estimate
 - ☐ Copy of the contract, if the work is being completed by a Contractor.
- If a Contractor is performing the work, then the Contractor must pull the permit (per Sec. 8-36 of the City of Joliet Code of Ordinances).

SHED REQUIREMENTS:

- May not be constructed in public utility or drainage easements.
- If no easements exist, you can build as close as 3 feet from the side & rear property lines.
- No shed is allowed in the required corner side yard.
- Maximum height for sheds is one story or 15 feet tall.
- If the shed is less than 6 feet from the house, it must meet building code requirements.
- Materials and colors for sheds over 200 sq. ft. must match or complement the main house.
- All new oversized sheds require an approved concrete foundation.
- Setbacks for attached sheds depend on the home's zoning classification.
- All closed roof structures can cover no more than 30% of a lot.
- Sheds must meet all city building standards.
- **Assessor's Shed Statement:** Sheds greater than 120 sq. ft. must meet building code for a garage (e.g. must be built on a concrete slab, etc.).

PERMIT FEE	
	\$65 for up to \$7,000 worth of work, this includes labor & material.
	An additional \$10.00 per \$1,000.00 project cost above \$7,000.00 to be added.

NOTICE: If permit submissions are incomplete, and/or submitted without the required permit information and supporting documents, they will be returned to the applicant.

Plat of Survey Requirement

An accurate plat of survey is required for all permits for installation of, replacement of, and additions to fences, decks, pools, patios (with or without a roof), driveways, driveway aprons, sidewalks, garage/ carports, pergolas and similar structures, and additions. This includes the replacement of flatwork (driveways, aprons, sidewalks) with the same dimensions and location.

If you're having troubles locating your Plat of Survey, refer to these options:

1. Closing Papers from Purchase of Property.
2. Contacting the Mortgage Company.
3. FOIA (Freedom of Information Act) Request with the City of Joliet City Clerk's Office.

Note: This option may only yield results if the plat of survey was provided to the City of Joliet in the past for a building permit or a special zoning approval.

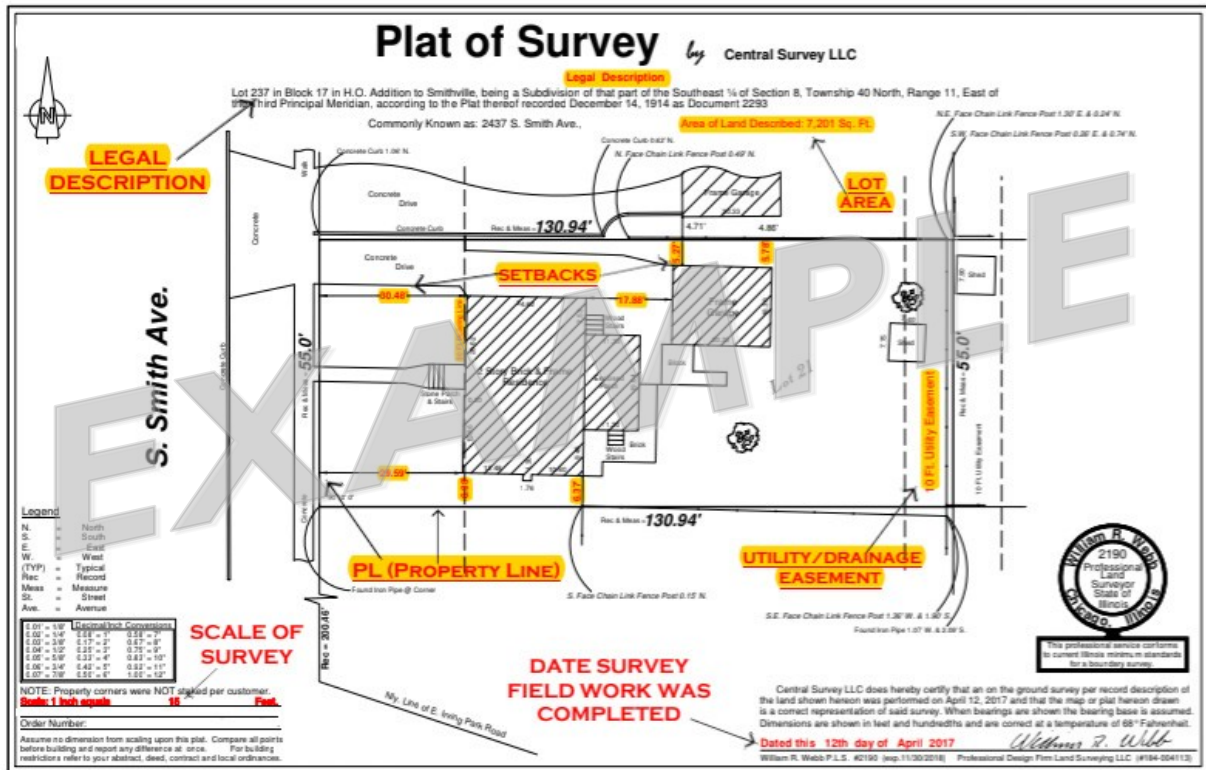
You may also try calling Local Surveying Companies for possibility of a copy.

If none of these options are successful in obtaining the Plat of Survey, you have to hire a Professional Land Surveyor to resurvey your lot.

Note: The City of Joliet is not responsible for keeping plats of survey on file.

Example Plat of Survey

Please do not use for building permit submittals



Permit # _____

Office Use Only

CITY OF JOLIET

Building & Inspectional Services

150 W. Jefferson Street, Joliet, IL 60432

Phone: 815-724-4070 Email: permitapplication@joliet.gov



Shed Permit Application

If permit applications are incomplete, and/or submitted without the required permit information and supporting documents, they will be returned to the applicant.

All Contractor's must submit a copy of the contract with all permit applications.

Address:		City:	
☐ Single Family ☐ Multi-Family - Number of Units _____			
Is this property registered with the Neighborhood Services Rental Program? ☐ Yes ☒ No			
Description of Work			
Shed Dimensions	Placement: ☐ Attached Shed or ☐ Detached Shed		
Length: _____ ft. _____ in. Width: _____ ft. _____ in. Height: _____ ft. _____ in.	Details: Model# _____		
Proposed Use Grid: For New Construction Only			
Number of Stories	Material of Foundation	Material of Roof	Material of Siding
Footing (Inches)	Overhang (Inches)		
Total Cost \$ _____			
Work Being Completed By: ☐ HOMEOWNER or ☐ CONTRACTOR			
Homeowner's Name: _____			
Address: _____			
Phone: _____		Email: _____	
Contractor's Name: _____			
Address: _____			
Phone: _____		Email: _____	
Concrete Contractor's Name: _____			
Address: _____			
Phone: _____		Email: _____	
Applicant Signature:		Date:	

Office Use Only:

Building Official Signature

Date

Zoning Official Signature

Date



RESIDENTIAL ACCESSORY STRUCTURES REVIEW FORM

PRIVATE GARAGES AND SHEDS

This form must be completed by the applicant prior to the issuance of a building permit for the construction, enlargement or modification to an accessory structure. Separate permits are required for electric, plumbing, gas and HVAC work as may be authorized under the building permit. When payment has been received and the application has been approved, a building permit will be issued.

Address	
Structure is	☐ Detached from principal Structure ☐ Attached to principal structure
Number of Stories	
Use of Structure (please describe)	
☐ Shed: _____	
☐ Garage: _____	

I hereby certify that I have read this form and know the information to be true and correct. I understand that construction will be inspected for compliance with ordinances governing this work and agree to abide by the same whether specified herein or not. I further understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any ordinance regulating construction or the performance of construction. Issuance of a permit does not imply or represent that proposed construction complies with subdivision or deed restrictions, restrictive covenants, or other conditions which may be applicable to a particular parcel of property. I further acknowledge that I am in compliance with all City of Joliet Zoning Ordinance regulations.

Signature of Applicant:		Date:	
Printed Name:		Title:	

Permit Fee Payment Options

Once your permit is approved and ready to be issued, you will receive an invoice via email. Please use one of the methods below to complete the payment. When making payments, please reference the Application Reference Number near the top left corner of the invoice you will receive.

Option #1: By Phone (Credit/ Debit Card):

- Call: 815-724-3830 (you will speak with a person)
- Have the credit/debit card number ready
- Provide the application reference number in the upper left corner of the invoice

Option #2: By Mail (Checks)

Send checks to:

Customer Service/ Building Permit
City of Joliet
150 W. Jefferson St.
Joliet, IL. 60432

- Address all checks to **City of Joliet**.
- Include the application reference number from the invoice document on the memo line of your check.
- Include a copy of the invoice with mailed payments.

Option #3: Blue Drop Payment Box (Checks):

The blue drop box is on the west side of Joliet City Hall, 150 W. Jefferson St., Joliet, IL 60432

Please follow the same directions as when mailing. Enclose payment in envelope, address envelope as if mailing. Include Customer Service/ Building Permit on first address line. Place payment in an envelope and address it to Customer Service / Building Permit. Include your application reference number from the invoice on the memo line of your check.

After Payment

Once you have successfully paid for the permit, please notify the Building Department via the **permitapplication@joliet.gov** email address with the application reference number and address. Please note if you would like the permit emailed or mailed to a particular address.

The payment system is not automated and the Building Department does not receive notifications when payments are made. Building permits will not be issued in-person over the counter.

Building & Inspectional Services Division

Phone: 815-724-4070 | Email: permitapplication@joliet.gov

Planning & Zoning Division

Phone: 815-724-4055 Email: zoning@joliet.gov

Joliet City Hall
150 W. Jefferson Street, Joliet, IL 60432
First Floor, South Wing

Whenever a project requires digging please contact **J.U.L.I.E.**, in advance, at 811 or online at <http://illinois1call.com> to mark underground utility lines.