



<http://www.cookcountyil.gov/building-and-zoning>

DETACHED SHED OR GARAGE (LESS THAN 625 SQ. FT.) PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the **Cook County Collector**.

When the permit has been reviewed and completed, you will be notified of any deficiencies and the balance due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. Complete the application in its entirety where applicable. Be sure to print your name, address, phone, email and include the property index number (PIN) in the lower left hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Complete construction information is required including: wall stud size and spacing, rafter size and spacing, foundation, slab type and dimensions; roofing material, ridge rafter size, all header sizes, etc.; floor must slope to drain or towards overhead door. Note: Maximum height of detached residential accessory structures is 15 feet. Be certain to specifically show the location of the proposed structure and its distance from all lot lines and distance between other structures. Show well and septic on current Plat of Survey, if applicable. The attached template is optional.
3. Submit a Plat of Survey signed and sealed by an Illinois registered surveyor that is not more than five (5) years old.
4. Submit a Site Plan showing the location of the detached structure with respect to the existing buildings and structures as well as its distance from all lot lines on the parcel.
5. **Electrical Requirements for a Detached Shed or Garage (Includes Gazebos)**
 - If shed or gazebo is over 144 square feet, it requires electric. All detached garages require electric.
 - Submit letter of intent with scope of work from registered electrical contractor. Letter of intent must be signed by supervising electrician.
 - Submit floorplan drawings showing all electric (lights, switches, receptacles, subpanels, etc.). There must be at least one switch and light inside shed, gazebo, or garage. There must be at least one receptacle. All receptacles must be marked gfi.
 - For garages, show switched light near service door.
 - **All sheds, gazebos, or garages shall be fed from the residence. NO SEPARATE METER ALLOWED.**
 - After permit is issued, you must call for electrical inspection of in ground conduit **before** filling the trench.

For digital submission of application and supporting documents, please refer to our web site:
<http://www.cookcountyil.gov/building-and-zoning>

Important Links:
[Procedures for the New Permitting Processing System](#)
[Cook County Building Permit Application](#)