

**Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3704 - Fax 847-367-2541 [http:// www.vernonhills.org](http://www.vernonhills.org)**

SHEDS & VINYL MODULAR STORAGE UNITS

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

DEFINITIONS:

Shed: An accessory storage structure larger than 40 square feet but not greater than 120 square feet in floor area. A shed must be less than 10 feet in height and may only be constructed of wood, masonry, or vinyl.

Modular Storage Unit: A prefabricated accessory storage unit not greater than 40 square feet in floor area and constructed of vinyl, only.

TO APPLY FOR A PERMIT:

Note: Modular storage units that are less than 40 square feet do not require a building permit, however, they still must comply with the Village Building and Zoning Ordinances.

1. Complete a permit application.
2. Submit two (2) copies of the Plat of Survey of the property indicating the proposed shed location and size (highlighted), distances to property lines, overhead and underground electrical wires, and all utility & drainage easements.
3. Submit two (2) copies of a drawing with information showing size, construction and installation of the shed including framing detail and siding. If a kit is being used, submit a brochure of the model of shed you are constructing. Provide a detail of how the shed will be anchored to the ground.
4. Submit a copy of the written and signed contract between the homeowner and contractor, if applicable.
5. Submit a copy of the Homeowner's Association Approval Letter, if applicable.
6. A plan review fee must be paid when the plans are submitted if the shed is built from scratch. If a kit from a reputable company is being used, no plan review fee will be required. The plan review fee is calculated by multiplying the cost of construction by .002 rounded to the nearest dollar with a minimum of \$25 cash or check.

Once your application and plans have been reviewed and approved, you will be asked to call J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to locate underground utilities and to obtain a dig number. The permit will not be issued without a dig number. The plan review will be completed within ten (10) business days or sooner.

LOCATION REQUIREMENTS:

Subdivision covenants or Homeowner's Associations may either prohibit or have more restrictive requirements than Village ordinances. Please verify if applicable. Several Homeowner's Associations have asked the Village to obtain a copy of Association approval letters at the time a permit application is submitted. Please be prepared to include a copy with your application.

1. Sheds and modular storage units may NOT be located on any recorded utility or drainage easement.
2. A shed must be located in the rear yard, at least seven (7) feet from side and rear property lines and at least three (3) feet from the dwelling or another building on the property.
Note: any shed or accessory structure located on lots adjacent to the White Deer Run Golf Course in Gregg's Landing Subdivision shall be at least ten (10) feet from the golf course property line.
3. Modular storage units that are less than 40 square feet may be erected adjacent to the principal dwelling in the side or rear yard but must be at least 7 feet to the property line.
4. The highest point of the shed must be at least eight (8) feet below all overhead electrical wires.
5. The shed and/or modular storage unit area, when combined with the area of other structures in the rear yard, shall not exceed forty (40) percent of the required rear yard area.
6. Unless otherwise restricted by a subdivision development agreement, every residentially zoned property shall be limited to one storage shed and/or two modular storage units.

CONSTRUCTION REQUIREMENTS:

1. Sheds must be constructed of wood, masonry or vinyl only. Metal sheds are not allowed.
2. Modular storage units that are less than 40 square feet do not require a building permit, however, they still must comply with the Village Building and Zoning Ordinances.
3. A shed cannot exceed one hundred and twenty (120) square feet and ten (10) feet in height.
4. Sheds must be built on a weather-resistant base (wolmanized wood, concrete, etc.).
5. All sheds and modular storage units must be securely anchored to a foundation or to the ground at all four (4) corners with mobile home type metal ground screws and straps or other approved anchors.
6. Sheds constructed from wood materials must be painted or stained prior to final inspection. Siding and roofing must be similar or complimentary in color and type to the exterior materials of the principal dwelling. Exception: vinyl sheds and modular storage units.
7. Existing grade should not be altered. Excavated spoils will need to be removed from site.

8. No construction equipment or construction materials shall be deposited or stored within the Village Right-of-Way.
9. Extreme care is to be taken to protect the existing utilities, pavement, curbs and sidewalks. Pavement, curb and sidewalk should be ramped or planked to avoid damage.
10. Damage to the Village Right-of-Way caused by any work will be restored to the satisfaction of the Village Engineer. The Village will perform pre-construction and post-construction inspections to identify damage.

REQUIRED INSPECTIONS:

The permit holder is responsible for scheduling inspections. To request an inspection, contact the Building Division at (847)-367-3704 between the hours of 8:30 AM to 3:30 PM, Monday through Friday, at least one working day in advance with the permit number ready.

1. If using piers or a slab to support a shed, a pre-pour concrete inspection is required.
2. A final inspection is required when work is completed.

DECK/SHED/FENCE PERMIT APPLICATION

PLEASE PRINT

Homeowner's Name: _____

Address: _____

Phone: _____ **E-Mail:** _____

Applicant's Name: _____
(If different from above)

Phone: _____ **E-Mail:** _____

Please supply the following:

- Two (2) copies of the Plat of Survey (illustrating where the work will be performed)
- Two (2) sets of Construction Plans
- Homeowner's Association Approval Letter (if applicable)
- Copy of proposal from contractor
- Brief description of work to be performed: _____

Once a review has been approved, you will need to supply us with a dig number from JULIE (1800-892-0123)

Please answer the following:

Estimated Value of Work \$ _____

Material Type: _____

Length _____ Width _____ Height _____

Work being performed by:

- Homeowner
- Contractor Info: Name: _____

Address: _____

Phone: _____

FOR OFFICIAL USE:
PLAN REVIEW: \$ _____
PERMIT: \$ _____
BOND: \$ _____
TOTAL: \$ _____