

Accessory Structure

Permit application requirements & checklist for the construction of a Shed / Detached Garage

Marengo Building Department
835 West Grant Highway
Marengo, IL 60152

Phone: 815-568-2669
Office hours Monday – Friday: 7:30 am - 3:30 pm
24 hour fax: 815-568-0569

Prior to obtaining a permit application for an accessory structure check with your subdivision covenant to see if there are any restrictions you will need to adhere to.

Address of project _____

Zoning District _____

1. A completed permit application, signed by the owner / agent. All applicable information (including COST of construction) must be provided.
2. 2 sets of construction plans being of sufficient clarity, drawn to scale with all pertinent dimensions shown. Can be a set of schematics from the manufacturer (if purchased as a kit) whether a kit or stick built, must show cross section of walls, roof, floor, and how the structure will be anchored.
3. A current plat of survey depicting any existing improvements, easements and structures, or an accurate site plan drawn to scale with dimensions. Plat or site plan must show proposed structure s location, indicate all setbacks. Include parcel identification number on plat or site plan.
4. If accessory structure is to be constructed by other than homeowner, please fill out contractor information sheet.
5. Additional information or documentation may be required if deemed necessary by the Building Department staff.

CHECK LIST	Check (or) each item confirming that it is included / completed, or indicate on why it is not included / completed.
Completed Permit Application	
	Signed All information filled out including cost of construction.
Current Plat of Survey or site plan (drawn to scale)	
	Show placement of proposed shed/garage.(see example, attached) Include Parcel Identification Number
Construction plans	
	2 Sets. Cross section details (see example, attached)

As the permit applicant I understand that I am responsible for:

Submitting all application materials as required by the Building Department, obtaining all permits and approvals from jurisdictions including but not limited to; I.D.O.T., D.N.R.-O.W.R., F.E.M.A., I.E.P.A., the Marengo Fire Protection District and the McHenry County Department of Health. In addition, I agree to pay all permit and review fees including but not limited to architect, attorney, engineer or outside review firm fees incurred by the City regarding my permit application.

Applicant s signature

Date

Applicant s name (printed)

Applicant s daytime phone

**Permit Application for
ACCESSORY STRUCTURE**
(detached garage / shed)

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1. This application must be accompanied by a survey or site plan showing the proposed location and dimensions of the accessory structure on the lot, a cross section drawing to scale of proposed structure, and checklist.

Address of proposed structure _____

Zoning District _____ Parcel Identification Number _____

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2. Property owner s name(s)

Owner s address _____

Owner s daytime phone number _____

3. COST of construction \$ _____

4. Size of structure: Width _____ Length _____ Height _____

Total lot coverage (including proposed structure) _____ square feet.

Briefly describe below what the accessory structure s use will be.

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5. FOR CONTRACTOR INFORMATION PLEASE FILL IN ALL AREAS THAT PERTAIN TO YOUR PROJECT USING THE ATTACHED CONTRACTOR INFORMATION SHEET. IF YOU ARE THE HOMEOWNER DOING THE WORK PLEASE INDICATE.
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6. If electric is to be included on this application briefly describe below what electric is to be included in accessory structure: (ie. switches, receptacles, lights, etc.)

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7. _____ printed name _____ Date _____
- Applicant s signature

APPROVED _ REJECTED _

For office use only.

Plan reviewer

Date