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COMMUNITY DEVELOPMENT DEPARTMENT

ACCESSORY STRUCTURES

GAZEBO, SCREEN ROOM, PERGOLA, ETC.

Permit Submittal:

- **Permit application.** Include estimated cost of construction and all contractors and their contact information listed.
- **Plat of survey.** Show structure: include an outline, dimensions for the size, and dimensions to the property lines to show the location.
- **Lot Coverage Calculation.** A form is available at Village Hall.
- **Plans.** Show the construction of the structure: foundation, framing, materials used, etc. This can be drawings or installation instructions from the manufacturer or hand drawn (must be drawn to scale, clearly show all the work and be legible).
- **Scope of Work.** A contractor's proposal/contract, or a description of the work to be done.

Permit process:

- Once a complete submittal is received, the documents are reviewed for compliance with building codes and zoning ordinances.
- You will be contacted with any questions, and if revisions are needed a review letter will be provided explaining the required changes.
- When plans are approved, and the permit is ready for pickup, you will be contacted and notified of the permit fee, which is due at the time of pickup (cash or check only).

Construction Requirements:

- The following requirements apply to all accessory structures. There are separate handouts with specific requirements for pools and sheds.
- The maximum lot coverage is 45% for R2/R2A zoned lots. See Zoning Ordinance for other Zoning Districts.
- The maximum height is 15'-0" (sheds have a lower allowed height – see separate shed handout).
- Must be located in the rear yard.
- Shall be setback at least 5'-0" from the side and rear property lines.
- Cannot be in any easements (i.e. drainage, utility, etc.).
- Shall be separated at least 10'-0" from other structures (house, etc.).
- Structure and grading around it shall not alter the existing stormwater flow off the property or create a stormwater nuisance for neighboring properties.
- Structure shall be secured to the ground and supported by concrete piers/slab.

Inspections:

- **2-business day notice** is required when scheduling inspections.
- A list of required inspections will be attached to the approved plans

If you have questions on your project, please contact the Community Development Department at 847-639-1100.