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## COMMUNITY DEVELOPMENT DEPARTMENT

# DETACHED GARAGE

## PERMIT SUBMITTAL CHECKLIST

Forms & applications available at Village Hall or at [www.caryillinois.com](http://www.caryillinois.com). Payment is not required until permit issuance. Permit fees are calculated after all reviews are completed and approved.

### Permit Submittal:

- Building Permit Application.**
- Four (4) copies of **contractor's proposal / scope of work / contract.**
- Four (4) sets of **building plans.** Plans shall include: foundation, floor plan (with electrical and mechanical), wall sections, exterior elevations, and additional information as required for a code compliance review.
- Four (4) copies of **site plan** drawn on a current **plat of survey.** Plan shall include: building setbacks to property lines, existing/proposed grades, changes to stormwater drainage paths, soil erosion/sedimentation control, driveway, and any other site improvements.
- Lot Coverage Calculation.** A form is available at Village Hall or add a table to the plans.
- Contractor Registration** with Village for each of the contractors: \$75 for annual registration.
- License Permit Bond** for each of the contractors: It must be a \$10,000 License Permit Bond signed by a representative of the contractor's business.
- State contractor license:** for the roofing contractor.

### 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 (check or cash only).

### Inspections:

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

### Construction Requirements:

- The maximum lot coverage is 45% for R2/R2A zoned lots. See Unified Development Ordinance for other Zoning Districts.
- The maximum building area is 600 square feet.
- The maximum building height is 15'-0".
- Must be located in the rear yard.
- Shall be setback at least 5'-0" from the side and rear property lines.
- Shall not be in any easements (i.e. drainage, utility, etc.).
- Shall be separated at least 10'-0" from other structures.
- Structure and grading around it shall not alter the existing stormwater flow off the property or create a stormwater nuisance for neighboring properties.

### Notes:

- Additional items, or more detailed information, may be required for a complete code compliance review based on the unique aspects of a specific project.