

**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)**

**DETACHED STRUCTURES**  
**(Except Sheds and Garages)**

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

**TO APPLY FOR A PERMIT:**

1. Complete a permit application.
2. Submit three (3) copies of the plat of survey of the property (see construction documents/plans below for more details).
3. Submit three (3) copies of construction plans drawn to scale (see construction documents/plans below for more details).
4. Submit a copy of the written and signed contract between the homeowner and contractor.
5. Submit a plan review fee which is calculated by multiplying the total cost of construction by .002 and rounded to the nearest dollar, with a minimum of \$25 cash or check.
6. Submit a copy of a Homeowner's Association approval letter when applicable.

Note: Once your plans have been approved, you will be asked to call J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to obtain a dig number. The permit will not be issued without a dig number. Plan reviews are completed within fifteen (15) business days or sooner.

**LOCATION AND SIZE REQUIREMENTS:**

1. The maximum allowed floor area for detached structure is 210 square feet.
2. The maximum allowed height above existing grade is 14 feet.
3. The minimum setback is 7 feet to the side and rear property line (Gregg's Landing golf course lots require 10 feet rear yard setback and exposed wood to be wrapped with cedar).
4. Detached structures must be located a minimum of 3 feet from another building or structure.
5. Detached structures must be located in the rear yard.
6. A building or structure may not be located on any recorded easement.

7. The buildings area, when combined with the area of driveways, sidewalks, decks, pool equipment and any other accessory structures located in the rear yard, shall not exceed forty (40) percent of the required rear yard area.

### **CONSTRUCTION REQUIREMENTS:**

1. Detached structures must be supported on concrete piers that are at least forty two (42) inches below existing grade or attached to a concrete slab with ½” anchor bolts embedded in the slab or pier at least 7”. The concrete slab must be a minimum of 4” thick with “fibermesh” and wire mesh in the concrete and have a minimum of 4” of compacted gravel base. The slab shall have a turned down footing a minimum of 18”x 8” with 2 # 5 rebar.
2. The plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the 2000 International Residential Code, the 2002 National Electric Code, and the Illinois Plumbing Code (all with amendments).
3. The siding and roof covering shall be similar or complimentary to those of the principal structure.
4. A structure which is eighteen (18) inches or more above grade shall have a guard rail at least thirty six (36) inches high. The distance between the balusters shall not exceed four (4) inches. Stairs with two (2) steps or more shall have gripable handrails, thirty four (34) inches high as measured vertically from the nose of the stair tread.
5. Stairs shall have risers, not more than seven and three quarters (7-3/4) inches. All risers must be equal. No open risers allowed. All treads are required to have a ¾” to 1 ¼” nosing. Treads of not less than ten (10) inches as measured nose to nose. All treads must be equal. Steps shall bear on concrete pads supported by piers.
6. Electric outlets, switches, and lighting shall be installed per the 2002 National Electric Code (NEC) with amendments.
7. All excavated soil shall be removed from the premises. Existing grades shall not be altered.
8. No equipment or construction materials shall be stored within the Village Right- of- Way.
9. Extreme care is to be taken to protect the existing utilities, pavement, curbs, and sidewalks. Pavement, curbs, and sidewalks should be ramped or planked to avoid damage. Damage to the Village Right-of-Way caused by any work shall be restored to the satisfaction of the Village Engineer. The Village will perform a pre-construction and post-construction inspection to identify any damage. Soil/erosion and sediment control may be required.

**Special Note:** All exposed surfaces of decks in Gregg’s Landing located on property abutting the White Deer Run Golf Course shall be wrapped with cedar.

## **CONSTRUCTION DOCUMENTS/PLANS:**

1. Submit three (3) current copies of a Plat of Survey indicating the location of the proposed structure, distance to all property lines and distance to existing house (drawn to scale).
2. Submit three (3) copies of construction plans to be drawn to scale (1/4"=1').
3. Show required rear yard lot coverage calculations on the plan (40% max.).
4. Indicate **all** dimensions on the floor plan (distance between beams, distance between piers, etc.).
5. Indicate diameter, depth and spacing of concrete piers.
6. Indicate size, direction and spacing of all framing members.
7. Show all elevations (front, side and rear).
8. Provide a detail showing a cross section of construction from footing to roof.
9. Show all steps, handrails, and guardrails.
10. Indicate distance from top of flooring to the existing ground.
11. Provide roof truss certificates stamped by an Illinois structural engineer.
12. Provide a note that all spoils shall be removed from site.
13. Indicate the location of all electrical devices per National Electric Code.

## **INSPECTION REQUIREMENTS:**

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

1. Post/Pier Hole Inspection- When the post holes are dug (prior to placing concrete).
2. Rough electric inspection (prior to enclosing under floor area and walls).

Note: A rough electric inspection must be inspected and approved prior to the rough framing being inspected. They will not be scheduled together.

3. Rough framing inspection (prior to enclosing under floor area and walls).
4. A final inspection of building and electric upon completion.
5. Additional inspections may be required depending on site and project conditions.



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**Responsible Person, Soil Erosion and Sediment Control – Residential Sites**

The Watershed Development Ordinance requires that Contractors, or the permit applicant designate a responsible person in charge of soil erosion and sediment control. The designee shall be responsible for the maintenance of all soil erosion and sediment control items at all times. The designee shall be responsible to react to all violations or discrepancies immediately after notification.

For all improvement projects within the Village, the sites shall be kept clean at all times. Streets, sidewalks, and curb/gutter shall be broom swept clean, a minimum, at the end of each day, or more frequently if required by the Village. Existing storm sewer structures are to be protected from sediment deposits at all times.

All material delivery and the storage of materials for the site are prohibited within the Village Right-of-Way (typically 15' from the back of curb), unless written approval by the Village is granted.

**TO BE COMPLETED AND RETURNED PRIOR TO ISSUANCE OF A PERMIT**  
**(please print)**

**Designee:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Permit Applicant / Developer / Contractor Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Pod / Lot:** \_\_\_\_\_

**Application or Permit Number:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_