



# VILLAGE OF BURR RIDGE

## PROCEDURES FOR BUILDING PERMIT

### Accessory Building - Residential

Accessory residential buildings include detached garages, sheds, barns, gazebos, pool houses, and any other building that is accessory to a principal residence. ***A building permit is required for all accessory residential buildings.***

#### **The following is required with a permit application for an accessory building:**

**Permit Application;** A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.

**Required Plans:** In addition to the application, the following must be provided:

- One copy of a Plat of Survey of the property;
- Four (4) copies of a site plan (or marked Survey) which indicates the square footage of the lot and the location and distance from property lines for all existing and proposed buildings and structures.
- Four (4) copies of architectural blueprints which are signed, sealed, and certified by an architect (manufacturer's specifications or similar drawings may be provided in lieu of certified plans for accessory buildings without electrical, mechanical, or plumbing facilities).
- If there is electrical, plumbing or mechanical work or if significant grading work is involved, additional plans and permit requirements will be applicable.
- Approval by the Subdivision Homeowner's Association or the Association's Architectural Review Committee where applicable.

Plans must be drawn to scale and provide all dimensions of the building and its design features.

#### **At the time of permit issuance, the applicant is responsible for the following:**

- A total permit fee of \$50 for an accessory building without electricity, plumbing or mechanical; all other accessory buildings require a \$200 deposit and additional permit fee upon issuance of the permit (based on the fee schedule for residential building additions).
- If there are any deviations from the approved plans, the applicant must contact Village staff to review and approve changes before proceeding. Construction without a permit or not conforming to an approved plan is subject to a \$200 stop work order and a \$75 penalty fee.
- A list of required inspections will be provided at the time of permit issuance. Applicant is responsible for scheduling all inspections. Call 630 654-8181 by 3 pm at least one day prior to the desired inspection date.
- Construction must be completed and a final inspection scheduled within 12 months of the date the permit is issued or the permit may be deemed null and void.
- For permits that require excavation or extensive grade changes, a \$5,000.00 refundable cash bond is required at the time the building permit is issued.

**Permitted times for outside construction:** Monday through Friday:7 AM to 7 PM; Saturday and Sunday:8 AM to 5 PM

**A word of caution**...please be aware that there may be restrictive covenants pertaining to your property which may prohibit or regulate accessory buildings - even if you do not have an active homeowners association. Covenants may be enforced through civil action by a Homeowners Association or by other residents in a subdivision. Covenants are in addition to zoning regulations (the more restrictive of the two apply). The Village does not enforce nor does it retain copies of covenants. A copy of your covenants should have been provided to you when you purchased your home. Your property title should reference a document number for covenants. That number can be used to obtain a copy of the covenants from the County Recorder.

## **Regulations for Accessory Buildings – Residential Village of Burr Ridge Zoning and Building Ordinance**

- Accessory buildings shall be ancillary to the principal residential use of the property meaning that an accessory building cannot be used as a dwelling and cannot be built unless there is already a home on the property.
- The combined horizontal area of all accessory buildings and structures shall not exceed 30 percent of the area to the rear of the principal building.
- All accessory buildings shall be located behind the rear wall of the house, a minimum of 10 feet from all other buildings on the property, a minimum of 10 feet from the rear lot line, and equal to or exceeding the setback of the house from a corner lot line.
- The interior side yard setbacks, the permitted building heights and the permitted floor area for accessory buildings depends on the zoning district and the size of the lot.

	<i>Interior Side Yard Minimum</i>	<i>Combined Floor Area of Accessory Buildings</i>	<i>Maximum or Minimum Floor Area Permitted</i>	<i>Maximum Building Height</i>
<i>R-1</i>	20'	Not to exceed 6,000 square feet	Not to exceed 3,000 square feet per building	25' Average
<i>R-2</i>	20'	Not to exceed 5,000 square feet	Not to exceed 2,500 square feet per building	Flat Roof – 15' Sloped Roof - 15' Average & 22.5' Maximum
<i>R-2A</i>	17'	Not to exceed 4.75% of lot area and 2,500 square feet, whichever is less	2 <sup>nd</sup> accessory building cannot exceed 750 square feet	1-Story & 15' Average
<i>R-2B</i>	15'	Not to exceed 4.75% of lot area and 2,500 square feet, whichever is less	2 <sup>nd</sup> accessory building cannot exceed 750 square feet	1-Story & 15' Average
<i>R-3 &amp; R-4</i>	10'	Not to exceed 3.75% of lot area and 1,500 square feet, whichever is less	1 <sup>st</sup> accessory building may be 750 square feet regardless of lot area	1-Story & 15' Average

- The Village follows the 2003 Edition of the International Residential Code for One and Two Family Dwellings. All construction must comply with said code.



# VILLAGE OF BURR RIDGE

## APPLICATION FOR BUILDING PERMIT

### Single-Family Residential

**APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:**

- New Residence—\$1000 Deposit   
  Addition —\$600 Deposit   
  Alteration—\$200 Deposit   
  Accessory Structure—No Deposit  
 Accessory Building – With Electrical, Mechanical or Plumbing (EMP) - \$200 Deposit   
  Accessory Building – No EMP – No Deposit  
 Electrical, Plumbing or Mechanical Alteration or Service Upgrade -No Deposit   
  Other – Deposit to be determined

Description:

\$  Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #:
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*All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.*

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor: Address:	Email:
	Phone:
Architect: Address:	Email:
	Phone:
Property Owner: Address:	Email:
	Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review.** You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant	Date of Submittal
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