



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313

## STORAGE SHED PERMIT TIP SHEET

- Submit Completed Building Permit Application
- Submit a copy of your Plat of Survey showing the exact location of the storage shed, dimensions of the storage shed from side and rear property lines and dimensions of the storage shed from any existing structure/s.
- Submit specifications of the storage shed including material, height, size, assembly and anchoring of the shed.
- Submit Homeowner's Association permission, if applicable.
- Permit may be obtained by either the homeowner or contractor. All contractors need to be licensed by the Village of Matteson and submitting a Certificate of Insurance and a \$10,000 surety bond (original).
- Concrete specifications (see requirements below).
- **Note:** If the homeowner is performing the concrete work then a cash bond shall be posted at the time the permit is issued as follows:

<u>Construction Value</u>	<u>Bond Amount*</u>
\$0 to 2,000	\$125
\$2,001 to \$25,000	\$250
Over \$25,000	\$500

\* Refund of the bond will be made when work is satisfactorily completed.

- **Note:** If a contractor is performing the concrete work then a \$10,000 License and Permit bond shall be provided in lieu of the cash bond.
- Permit fee to be paid upon issuance of the building permit.

**Notify J.U.L.I.E. at 1-800-892-0123 to locate all public utilities for underground lines BEFORE any digging.**

## Storage Shed

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To expedite the review process, please refer to items listed below when preparing your permit submission:

#### DETACHED STORAGE SHED

1. A storage shed or shall not exceed 14 feet in height.
2. A storage shed must maintain a minimum of separation of 10 feet from any existing structures.
3. A storage shed shall NOT be located within a front yard or corner side yard.
4. A storage shed shall maintain a minimum rear yard setback of 5 feet, unless there is an existing public utility, drainage or landscape easement. A storage shed or detached accessory structure shall not be located within public utility, drainage or landscape easements.
5. The total of all accessory structures or uses cannot occupy more than 30% of the required rear yard.
6. A storage shed shall maintain a minimum interior side yard setback as follows (refer to subdivision in which you live):

#### FIVE FOOT SIDE YARDS

Applewood	Brookmere
Butterfield Creek	Glenridge
Oakwood	O'Connor North/South
Pattersonville	218 <sup>th</sup> Street

#### SEVEN FOOT SIDE YARDS

Butterfield Place	Cedar Creek	Creekside
Cricket Hill	Feathercreek	Glen Eagle Trail
Golf View Estates	Holden Park	Lincoln Terrace
Matteson Farms	Matteson I.C. Estates	Matteson Station
Michael-John Manor	Newbury	Old Matteson
Oxford Estates	Providence Manor	Ridgeland Manor
The Pointe	Trinity Creeks	Virginia Estates
Woodgate		

7. A storage shed having a footprint of 144 square feet or less may be erected on an approved wood platform provided that wood in direct contact with the ground is protected against decay. Such a platform shall be anchored to the ground with an approved anchoring system designed to withstand basic wind speed forces.

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8. A storage shed having a footprint over 144 square feet shall be supported by a concrete foundation and floor system as follows:
  - a. The concrete shall be 12 inches thick at the perimeter of the foundation, which thickness shall extend a minimum of 6 inches inward before sloping at a 45 degree angle to meet the bottom of a 5 inch slab floor.
  - b. The floor shall be reinforced with a minimum of #10, 6x6 wire mesh or equivalent.
  - c. The structure shall be anchored to the foundation with ½ inch x 8 inch anchor bolts, nuts and washers, with bolts extending a minimum of 6 inches into the concrete and placed 8 feet on center and within 12 inches of corners.

### ATTACHED STORAGE SHED

1. An attached storage shed shall maintain the minimum front, corner side, interior side and rear yard setbacks as required by the principal structure (house) to which the storage shed or accessory structure is attached.

**For required setbacks, contact the Planning & Zoning Division at (708) 283-4940.**

2. An attached storage shed shall be supported by a concrete foundation and floor system as follows:
  - a. Poured concrete footing to a depth of 42 inches below finished grade.
  - b. Footing width 8 inches. 4 inches of finished concrete floor placed on 4 inches of sand or stone.
  - c. Anchor bolts ½ inch size shall be placed in concrete a maximum of every 6 feet.

### INSPECTIONS

The following inspections are required for construction of a storage shed:

1. Prior to placing the concrete, and
2. Final inspection shall be performed upon completion of the storage shed.

**Contact the Building Services Division at (708) 481-8313 to schedule the required inspections.**

Last revised 7/7/10