

**ACCESSORY STRUCTURES
INCLUDING PATIOS, DECKS, SHEDS, AND DETACHED GARAGES**

v3/19

Building Permit Submittal Requirements:

1. Completed *Building Permit Application*
2. Completed *Cost Recovery Form*
3. *Architectural Plans* - 3 copies of a side view plan and top view plan; Garage – 3 copies of a side view plan, including details on foundation, walls and roof.
4. *Plat of Survey* – 3 copies including the size, location and setback of the proposed deck or garage and driveway (if applicable). Plat of survey must be to scale.
5. *Contractor License Required* - All Contractors must hold a current Village of Clarendon Hills contractor license. Visit www.clarendonhills.us/cl for more information.
6. A copy of the *Flagg Creek Water Reclamation District Report* (630-323-3299).
7. *Administration Fee* of \$40 per Section S21.1 of the Village Municipal Code.
8. *Plan Review Deposit* of \$250 per Section S21.11.E of the Village Municipal Code.

Important Notes:

- The Applicant must submit ALL the above documents to the Community Development Department together as one submittal. Partial submittals will NOT be accepted.
- A spot survey must be submitted to the community development department for approval prior to framing garage.