



**DEKALB COUNTY**  
**PLANNING / ZONING / BUILDING DEPARTMENT**  
110 E. Sycamore St., 4<sup>th</sup> Floor  
Sycamore, IL 60178-1497  
(815) 895-7188 / Fax: (815) 895-1669  
[www.dekalbcounty.org](http://www.dekalbcounty.org)

## Zoning Permit Application Instructions

**The following structures/uses require a Zoning Permit be submitted and approved prior to construction:**

- Agricultural Structures (New, Relocated, or Expanded)
- Fences & Walls
- Residential Accessory Structures of less than 120 square feet (containing no utilities)
- Off-Street Parking/ Loading Areas

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### Zoning Permit Submittal Checklist:

- **Permit application filled out completely**
- **Site plan and/or Plat of Survey**
- **A copy of the approved Site Verification Form or Well/Septic Permits issued by the DeKalb County Health Department (815-758-6673), if needed**
- **For Agricultural Structures**
  - **A written and signed statement needs to be submitted containing the following:**
    - Identify the agricultural uses occurring on the subject property,
    - Identify the use(s) to occur within the proposed structure/addition,
    - Assert that the structure in question will not be used as a public facility, and
    - Provide an estimate of the total surface area to be disturbed during the project. This would include the footprint of the proposed structure/addition, any over-dig, any new drives or parking areas, and any other ground area to be altered as part of the project.
- **For Residential Accessory Structures:** A drawing or brochure showing the shape, height, and dimensions of the structure.

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### What Happens Next?

Your application and all submittals may be dropped off at the DeKalb County Planning, Zoning, and Building Department in Sycamore, Illinois. A review of the application to determine that the proposed structure/use meets all applicable codes, followed by a Site Inspection, will then be conducted. You are required to indicate the location of the proposed structure/use on the property; stakes, flags, spray paint, or any other marking is sufficient (if a Site Development Permit Application is required in conjunction with the application, the site inspection will not occur until after that application has been processed).

(The applicant should be aware that other Federal, State, and/or Local permits may also be required for the proposed project, and that it is the applicant's responsibility to contact and determine whether any such permits would be required. If the property has no access or the existing access is to be altered in any way, approval from the appropriate road authority may be required.)

When the permit is ready, you will be contacted by County staff to let you know that the permit is available for pick up. **Do not begin work until the permit is issued.** Your permit card must be displayed on the property. It is your responsibility to call for a final inspection once the work has been completed.

**Please be aware that by signing, the applicant is asserting that any agricultural or residential structures proposed to be built, altered, or relocated under the Zoning Permit Application will not be used as a Public Facility. A Public Facility is any building, structure, or site improvement used or held out for use or intended for use by the public or by employees for one or more of, but not limited to, the following: the purpose of gathering, recreation, transient lodging, education, employment, institutional care, or the purchase, rental, sale, or acquisition of any goods, personal property or services; places of public display or collection; social service establishments; and stations used for specified public transportation.**

OFFICE USE ONLY	
Permit Number	_____
Fee	_____
Receipt #	_____
Zoning District	_____
Site Development Permit (Y / N)	_____

**Zoning Permit Application**

Date of Application \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Telephone Number(s) \_\_\_\_\_

Applicant's Interest in Property: Owner \_\_\_\_ Contractor \_\_\_\_ Other \_\_\_\_\_

Owner of Record \_\_\_\_\_

Address of Proposed Project \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_ Size of Parcel \_\_\_\_\_ Acres

Estimated Value of Improvement (Round to nearest \$100 increment) \_\_\_\_\_

<b><u>Type of Structure/Use</u></b> <b>(Please Check)</b>				
___ <b>Agricultural</b>	___ <b>Fence</b>	___ <b>Residential Accessory</b>	___ <b>Parking/loading</b>	___ <b>Other</b>
<b>Describe Structure/Use:</b> _____				
<b>(Check One)</b>	<b>New</b> _____	<b>Addition</b> _____	<b>Relocated</b> _____	<b>Height</b> _____

The applicant's signature below indicates that the applicant acknowledges that:

1. If for a farm dwelling or agricultural structure, the applicant asserts that the subject property is a farm and is being used for agricultural purposes, and that the proposed structure is to be used in the pursuit of those purposes.
2. Any residential construction shall be in compliance with (815 ILCS 670) Illinois Residential Building Code Act.
3. Any agricultural or residential structures built, altered, or relocated under this permit will not be used as a Public Facility.
4. Any construction involving conditioned space (heated or air conditioned), shall comply with (20 ILCS 3125) Illinois Energy Conservation Code.
5. Any proposed construction including plumbing, shall comply with the Illinois State Plumbing Code and the State Plumbing Inspector shall be called for all inspections (underground, rough, final, etc.) Tel # (815) 987-7511.
6. Any residential additions or renovation (to buildings built prior to 1978) by anyone other than the homeowner shall be completed by EPA-certified (Lead-based paint RRP Program) contractors only.
7. No interior inspection of the structure will be conducted, thus no Certificate-of-Occupancy will be issued.
8. In consideration of this application and attached forms being made a part thereof, and the issuance of a permit, the applicant will conform to all applicable regulations of the DeKalb County Code. The Applicant also agrees that all work performed under said permit will be in accordance with the site plan which accompanies this application except for changes as may be authorized by the Planning, Zoning, and Building Department. And
9. The information contained in this application and on any accompanying documents is true and correct to the best of his/her knowledge.

\_\_\_\_\_  
**Signature of Owner or Agent as Applicant**                      **Date**                      **Received By**

**SITE PLAN**

**THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW:**

- 1. Lot size and dimensions**
- 2. Name and location of all roads abutting property.**
- 3. Structures on the property (existing and proposed).**
- 4. Front, side, and rear yard setbacks (Distance between the lot line and structures).**
- 5. Drive aisles and parking areas (existing and proposed).**
- 6. Please indicate north by an arrow.**

**STAKE OUT DATE** \_\_\_\_\_

