



DEKALB COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
110 East Sycamore Street
Sycamore, IL 60178
T: 815-895-7188 www.dekalbcounty.org

Office Use Only	
Permit No.	_____
Fee	_____
Receipt No.	_____
Zoning District	_____
Date of Application	_____
Received by	_____

Residential Accessory Structure Permit Application

- Example: Detached garage, garden shed
- \$100 fee due at time of application for 120 – 400 sq ft structures; 401 – 800 sq ft is \$100 + 25¢/sq ft
- The overall height of accessory buildings is determined by the property’s zoning classification and measured from the finish grade to the peak of the roof.
- Complete the attached site plan diagram
- If the homeowner is serving as the contractor, they must complete the attached Homeowner’s Exemption from Registration as a Contractor statement.
- All structures must be anchored to the ground and be a stand-alone structure
- If electrical service is involved, please complete and attach the Electrical Permit Application
- Provide manufacturer’s information on the proposed structure
- Call J.U.L.I.E. at 800-892-0123 or 811 to locate any underground utilities
- Proposed accessory structure perimeter must be staked prior to Community Development Department site visit
- Well & Septic Site Approval must be obtained from the DeKalb County Health Department T: 815-758-6673

Applicant _____

Address _____ City _____ Zip _____

T: _____ Email _____

Interest in Property: Owner _____ Contractor _____ Other _____

Owner of Record (if different than Applicant): _____

Address of site: _____

Parcel Number of site: _____

Estimated value/cost of Improvement (Rounded to the nearest \$100) _____

Type of proposed structure (garden shed, detached garage, etc.): _____

Size of proposed structure: _____

Contractor: _____

Address _____ City _____ State _____ Zip _____

T: _____ Email: _____

 Signature of Owner or Authorized Agent

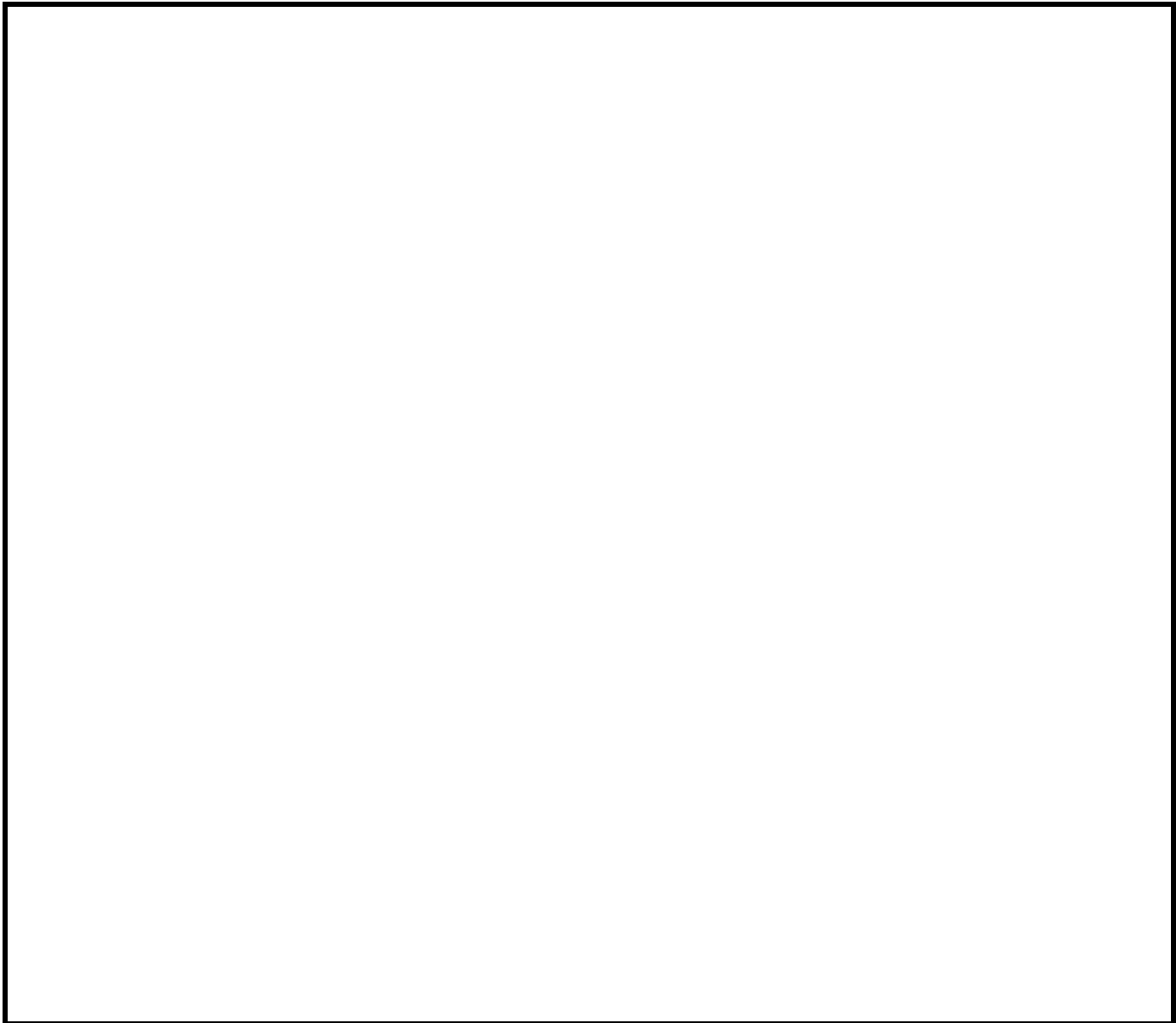
_____/_____/_____
 Date

SITE PLAN

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW (OR ON AN OFFICAL PLAT OF SURVEY):

1. Lot size and dimensions.
2. Name and location of all roads abutting property.
3. All Structures on the property (existing and proposed).
4. Front, side, and rear yard setbacks (Distance between the lot line and existing and proposed structures).
5. Distance in feet between all structures on the lot.
6. Drive aisles and parking areas (existing and proposed).
7. Existing/proposed easements.
8. Existing/proposed utilities, equipment and waterbodies.
9. Existing/proposed well(s) and septic systems.
10. Please indicate north by an arrow.

STAKE OUT DATE _____





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110 E. Sycamore St., 4th Floor

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Homeowner's Exemption from Registration as a Contractor

For matters concerning _____ (address), I attest that I am the homeowner of the property and I reside therein and the property is my homestead. In consideration for a Homeowner's permit I do affirm and attest to the following:

1. That the work described on the permit application will be performed by me and that I will not be assisted by any other person performing any part of the work for remuneration.
2. That I will comply with all requirements of the DeKalb County Codes and Ordinances and must ensure that all required inspection approvals are granted by the DeKalb County Building Inspector prior to any use or occupancy of any construction affected by permits issued.
3. Any plumbing or electrical work to be performed on a secondary structure of the primary residence is required to be completed by a licensed contractor, (e.g., garden shed, pools).
4. If there is default on item #1 or #2 then I will agree to hire a contractor of proper classification/ license to secure the necessary permits to complete the project.

Type of permit: Building Electrical Plumbing Mechanical Other _____

Homeowner's printed name: _____

Homeowner's signature: _____

Date: _____

Staff Witness: _____

Office Use Only: Permit Number: _____