



CITY OF HIGHLAND PARK
SHED PERMIT APPLICATION REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
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Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

*****ALL SHEDS REQUIRE A PERMIT*****

Required Documents <small>(other information or documentation may be required based on the details of a property or proposal)</small>	Document Attached
<ul style="list-style-type: none"> • Exterior Permit Application <ul style="list-style-type: none"> ○ Signed by Property Owner ○ Signed by Applicant (if different than property owner) 	
<ul style="list-style-type: none"> • Detailed Scope of Work / Contractor Quote <ul style="list-style-type: none"> ○ Indicate material(s), dimensions, electrical (if applicable), etc. ○ Include manufacturer's specs (if pre-built) ○ Indicate method of anchoring ○ Indicate flooring; must be weather-resistive material ○ Indicate method of fire resistance (if less than 5' from property line AND over 120 square feet) ○ Indicate if property is in a flood plain or historical (if known) 	
<ul style="list-style-type: none"> • Plat of Survey <ul style="list-style-type: none"> ○ Indicate location of proposed shed with dimensions and distances from other items labeled 	
<ul style="list-style-type: none"> • Letter of Homeowner's Association approval (if applicable) 	
<ul style="list-style-type: none"> • Tree preservation/removal permit (if applicable) <ul style="list-style-type: none"> ○ No heavy equipment or material storage under driplines of trees ○ Hand dig holes under driplines of trees ○ Call Forestry 847.926.1179 for further information or with questions 	
Other Items to Note <small>(not inclusive and specific proposals may follow different or additional requirements)</small>	
<ul style="list-style-type: none"> • Zoning / Historic / Floodplain Maps: www.cityhpil.com (Development > Property Search > Map Gallery) • Must be located at least 3' from the property line • Fire resistance will be required if over 120 square feet and less than 5' from property line (2018 IRC 302.1) • May not interfere with drainage of contiguous properties • Maximum height allowed is 18' • Additional restrictions may apply based on proximity to SSZ (Steep Slope Zone) and FAR (Floor Area Ratio) • Commercial and Multi-Family: Must be reviewed by the Plan and Design Commission • Required Inspections: Final and Foundation (if a slab-on-grade is installed) 	

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com