The following information must be filled-out on the application in order to approve a shed permit.

- Date of Application
- Owner's Name, Address and Phone Number
- Address of Structure
- Project Description
- Estimated Cost
- General Contractor's Name, Address, Phone and License Number
  (This should be the shed installer, not the place where the shed was purchased)
- Sign and Date Permit Application
- Submit drawings of the shed construction
- Submit plat of survey showing shed dimensions on property and distance to lot lines and principal structure

**PLAT OF SURVEY**

A copy of the Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the shed dimensions on the plat in its exact location. Draw the distance from the shed to side and rear lot lines. A shed is to be placed a minimum of five (5) feet from side and rear lot lines and cannot be placed in an easement. The shed should be placed ten feet from the primary structure, with a minimum of five (5) feet from same. If the shed is less than ten feet from the primary structure, it will require a minimum of ½ inch gypsum board (or equivalent) applied to the interior walls and ceiling that are within this area.

**FEE**

The fee for a shed permit is $50.00. Payment is not required until the permit is picked-up at the Clerk's Office.

**PERMIT ISSUANCE**

Permits take approximately **SEVEN TO TEN BUSINESS DAYS** to process. The Building Department will notify the property owner by telephone when the permit is ready. **All permits are to be picked-up at the Village Clerk's Office located at the Village Hall, NOT the Building Department.**

**PERMIT EXPIRATION**

The life of a permit is six (6) months from the date of issue. A permit may be extended past the six (6) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within three (3) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.
All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. At any time during the permit approval process or during construction after permit is approved and issued a decision is made to change any contractor listed on the application, a Change of Contractor form must be completed and submitted to the Building Department. Verification of the new contractor’s license and bond status as current must be confirmed by the Village before work on the project can resume.

The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

Only one shed is allowed per residential lot within the Village. The shed shall not exceed 200 square feet in area, nor exceed 15 feet in height. No overhead (roll-up) doors larger than six (6) feet in width or seven (7) feet in height are allowed.

Storage sheds that exceed 100 square feet in area require a concrete pad consisting of a six bag mix with a minimum of four (4) inches of concrete on a minimum of four (4) inches of crushed stone base.

A shed is to be placed a minimum of five (5) feet from side and rear lot lines and cannot be placed in an easement. The shed should be placed ten feet from the primary structure, with a minimum of five (5) feet from same. If the shed is less than ten feet from the primary structure, it will require a minimum of ½ inch gypsum board (or equivalent) applied to the interior walls and ceiling that are within this area.

If you have any questions, please contact the Building Department at (708) 444-5100.
How to Read Your Plat of Survey

LOT 1 IN BLOCK 1 IN TINLEY PARK VILLAS, A SUBDIVISION IN THE WEST
1/2 OF SECTION 30, TOWNSHIP 56 NORTH, RANGE 19 EAST OF THE
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

(sample description)

Rear Lot Line

Public Utility & Drainage Easement

Rear Yard

Fence Line

Side Lot Line

Side Lot Line

Side Yard

Front Yard

Concrete Drive

Accessory Structure

Front Building Line

Public Right-of-Way (R.O.W.)

Sidewalk

Contact Tinley Park Building & Planning Department at
(708) 444-5100 for further questions
How to Read Your
Corner Lot Plat of Survey

LOT 1 IN BLOCK 1 IN TINLEY PARK VILLAS, A SUBDIVISION IN THE WEST
1/2 OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 15 EAST OF THE
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

(Remark for description)

Rear Lot Line

Public Utility & Drainage Easement

Public Right-of-Way (R.O.W.)

Front Lot Line

Front Building Line

Sidewalk

Front Yard

Dwelling

Accessory Structure

Side Yard

Concrete Drive

Public Utility & Drainage Easement

Side Lot Line

Fence Line

Rear Yard

Pool

Contact Tinley Park Building & Planning Department at
(708) 444-5100 for further questions
Village of Tinley Park
Residential Permit Application
16250 Oak Park Avenue, Tinley Park, IL 60477
(708) 444-5100 Fax (708) 444-5199

Date of Application ____________________

Permit # ____________________

Name(s) of Property Owner(s) ____________________ Phone ____________________

Address of Project: ____________________________________________________________

Description of Project: (please provide all dimensions, materials; for example: wooden shed 10ft L x 10ft W x 15 H)

__________________________________________________________

Total Cost of Project: $ ____________________

CONTRACTOR INFORMATION
PLEASE PROVIDE NAME, ADDRESS, AND PHONE NUMBERS

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Signature of Applicant(s) ______________________________________________________

Please check if applicant is owner ___________ or contractor ______________