



Village of Kirkland

511 W. Main St. · P.O. Box 550
Kirkland, Illinois 60146
Phone: (815) 522-6179

SHED PERMIT CHECKLIST

INFORMATION TO BE SUBMITTED WHEN APPLYING:

- ☐ 1. All construction shall comply with the adopted building codes and ordinances. Construction methods provided in the 2018 International Residential Code (IRC) will be used as it applies to building use and all requirements that apply.
- ☐ 2. A Plat of Survey showing the proposed location of the shed on the property.
- ☐ 3. A site plan view (overhead) drawing showing:
 - ☐ a. the proposed shed drawn to scale.
 - ☐ b. the proposed shed location distance to the lot lines and other structures.
- ☐ 4. It shall comply with all side yard requirements: which is a minimum of five (5.0ft) from property lines and 10ft from the existing primary structure on the same lot. Ord. 154.019.
- ☐ 5. Provide Building specs. And details
 - ☐ a. Size of Shed and Height
 - ☐ b. Is this a stick build or a prebuilt. (If stick build, provide specs.)
 - ☐ c. Provide drawings or plans indicating construction details including type and size of all lumber.
 - ☐ d. Elevation drawing, including footing / pier and attachment details.
- ☐ 6. Provide details on base the shed will be on.
 - ☐ a. Gravel Base shall be 4-6" thick
 - ☐ a. Other _____
- ☐ 7. Provide details on how the shed will be anchored.
- ☐ 8. Provide details about any electrical equipment if installed.
- ☐ 9. **Pre-payment of Plan Review Fee \$35**
- ☐ 10. Contact B&F Construction Code Services, Inc at 847-428-7010 for additional project inquiry questions, and for all inspections. 24-hour notice required for inspections.

*If electricity is to be installed, this **MUST** be noted on the permit application and drawings.*

Note: The above information comes as part of the permit application and compliance is required.
Call **JULIE – 811**, to locate all underground utilities.