



VILLAGE OF LINCOLNWOOD

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Shed, Gazebo or Pergola Handout

A permit is required to install a shed, gazebo or pergola. This will include any small roofed over accessory structure including greenhouses or hobby shops but not detached garages. See “[Detached Garage](#)” handout for more information. Small deck boxes are also not included and do not require a permit. The difference between following this “Shed” handout or the “[Detached Garage](#)” handout is based on sq. ft. area. Two hundred (200) sq. ft. or larger accessory structures, based on the 2021 International Residential Code, shall follow the guidelines for a detached garage with or without a driveway or vehicle being parked inside.

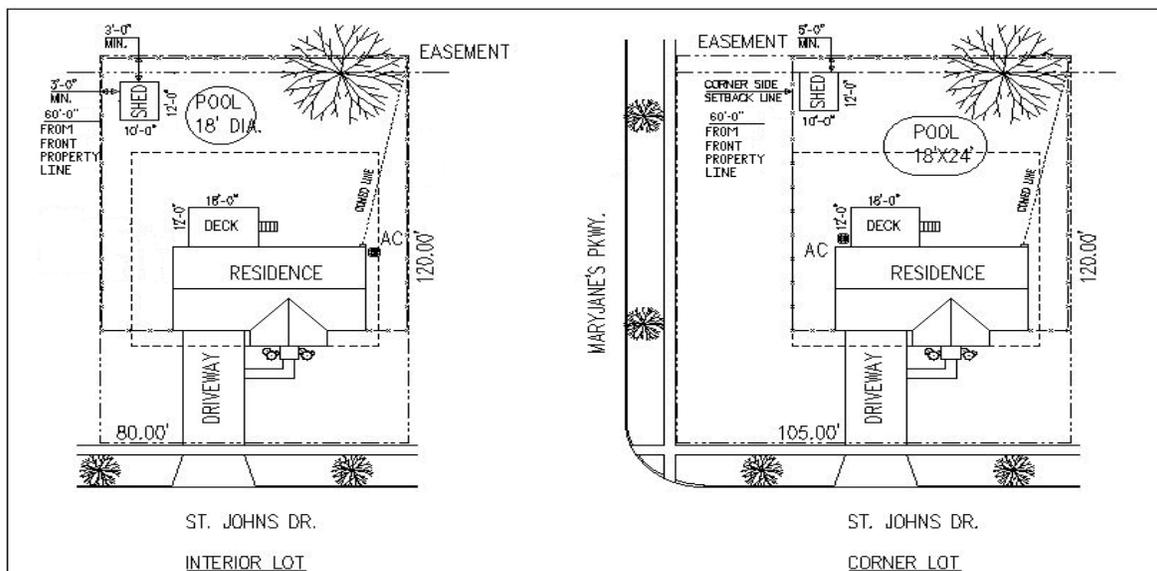
An application must be submitted through our online portal at lincolnwood.onlama.com (you can also access the portal by scanning QR code above). You will need to apply an “Accessory Structure” permit and will need to include the following information:

The online permit application must include the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Cost of construction and type of accessory structure along with a detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the proposed shed, gazebo or pergola with dimensions and square feet area and indicate the distance from the property lines (not to be closer than three (3) feet to the side or rear property line, five (5) feet* to the rear property line (*corner lots only) nor be located on any easement). The shed, gazebo or pergola cannot encroach the required corner side yard. The shed must also be set back a minimum of sixty (60) feet from the front property line. Also show all other existing accessory structures, with dimensions, located in the rear yard. Indicate on the plat of survey the location of the main Commonwealth Edison supply line (indicate above or below ground) to the house and the location of the electric meter.

All accessory structures shall not cover more than thirty (30) percent of the rear yard area. This would include, but not be limited to, pools, decks, gazebos, sheds or detached garages, etc. All impervious area shall not cover more than sixty (60) percent of the entire property ([Accessory Structure Worksheet](#)).



Sheds, gazebos or pergolas shall not exceed one (1) story or seventeen (17) feet in height, whichever is lower when greater than one hundred and twenty (120) sq. ft. in area. For an area of less than one hundred and twenty (120) sq. ft., the height shall not exceed one (1) story or twelve (12) feet, whichever is lower. The attic area of the shed can't be used as a story. No stairs shall be allowed to access the attic area of a shed.

A demolition permit from Cook County **may** be required if removing/replacing an existing shed. Proof of this permit is required. Contact the Cook County Department of Environmental Control at 312-603-8200 to find out if your shed would require this permit.

You will be required to upload one (1) scanned pdf copy of the construction drawings (1/4 inch = 1 foot) that include the following information (Prefabricated sheds require installation booklet): Construction drawings shall be clean, legible and of professional quality.

- A floor plan and a complete cross section of the shed, gazebo or pergola with all dimensions indicated, including height above grade. Include all required notes on this plan and section.
- A permanent foundation system is required for these structures.
 - Concrete slabs shall be a minimum of three and one half (3 1/2) inches thick over four (4) inches of compacted crushed stone.
 - Concrete piers, one (1) at each corner and no farther apart than eight (8) feet to a depth of forty-two (42) inches below grade.
 - All vegetation shall be removed from beneath the constructed floor deck and the ground covered with a minimum of four (4) mil polyethylene and three (3) inches of gravel.
- Wood deck floor and supporting members shall be of a decay resistant material.
- All structural connections and hardware shall be included.
- Size, grade and spacing of wood studs, ceiling joists, beams and rafters shall be provided.

| Minimum size beams over garage door openings on load bearing walls | | |
|--|----------|-----------------|
| Beam Size | Max Span | Jack Studs Req. |
| (2)2X12 | 8'1" | 2 |
| (3)2X10 | 8'7" | 1 |
| (3)2x12 | 10'1" | 2 |
| (2)1.75x11.875 ML | 14' | 2 |
| (3)1.75x9.25 ML | 14' | 2 |
| (2)1.75x14 ML | 16'3" | 2 |
| (3)1.75X11.25 ML | 16'3" | 2 |

This information was taken from both the level truss joist catalog or the 2018 International Residential Code

| Ceiling joist size and spacing (used to prevent rafter thrust) Uninhabitable attics with no storage | | | |
|---|------|----------|-----------|
| Species and Grade | Size | Spacing | Max. Span |
| Douglas Fir #2 | 2X6 | 16" O.C. | 17'6" |
| | 2X8 | 16" O.C. | 23'4" |
| | 2X10 | 16" O.C. | 26'0" |
| Southern Pine #2 | 2X6 | 16" O.C. | 16'11" |
| Spruce Pine #2 | 2X8 | 16" O.C. | 21'7" |
| | 2X10 | 16" O.C. | 26'0" |

| Roof Rafter Size and Spacing (30# Snow Load & 10# Dead Load) | | | |
|--|------|----------|-----------|
| Species and Grade | Size | Spacing | Max. Span |
| Douglas Fir #2 | 2X6 | 16" O.C. | 12'1" |
| | 2X8 | 16" O.C. | 15'4" |
| | 2X10 | 16" O.C. | 18'9" |
| Southern Pine #2 | 2X6 | 16" O.C. | 11'2" |
| Spruce Pine #2 | 2X8 | 16" O.C. | 14'2" |
| | 2X10 | 16" O.C. | 16'10" |

- The elevations shall show the type of siding, shingles, windows, doors, downspouts and gutters and dimensions for the height of the shed.
- All electrical work shall be shown including outlets, switches, light fixtures and shall conform to the 2020 National Electric Code.
- No permanent heating or cooling systems shall be allowed to be installed in sheds (hobby shops) without the express permission of the Building Official.
- When the electric service is overhead, the minimum clearance is three (3) feet in any direction measured from the roof surface.

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:

Monday through Friday: 7:00 am to 6:00 pm

Saturday: 7:00 am to Noon

Sunday: Construction prohibited

For all concrete pier or slab installations, call J.U.L.I.E at either 811 or 1-800-892-0123 forty-eight (48) hours before you dig per Illinois State law. This is to verify the location of underground utilities in the area. The service is provided to you at no charge.