



CITY OF COUNTRY CLUB HILLS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

## **SHED PERMIT PROCEDURE**

1. Complete application. Provide a drawing or a picture of the proposed shed with dimensions.
2. Locate to scale on **SURVEY** where the shed will be built.
3. Shed must not be closer than 3'0" to any side yard lot line and no closer than 5'0" to the rear lot line or existing building. In no case can a shed be built on an easement.
4. Shed shall be on a 4" concrete based secured by ½" anchor bolts or all four (4) Corners shall be secured to pressure treated wood post sunk 42" into the ground.
5. "2" vents must be installed for cross ventilation.
6. Shed cannot exceed 144 sq. ft (12" x 12').
7. Cannot exceed 14' in height.
8. **A \$100.00 permit fee is required.** Two inspections are required, one on the post holes prior to filing and a final inspection on completion.
9. If work is being done by a contractor or anyone other than the homeowner, the contractor must be licensed with the City of Country Club Hills.

Building Commissioner