

## Village of



Building/Planning Division  
419 Richmond Road  
Kenilworth, IL 60043

Phone: 847-251-1666, ext. 5253  
Fax: 847-251-3908  
Email: [Community@vok.org](mailto:Community@vok.org)

# Accessory Structures Permit Information

## What to Submit

- Permit Application
- Detailed Scope of Work / Contractor Quote
- Detailed Site Plan / Plat of Survey
- Architectural Plans (if applicable)
- Civil Plans (If applicable)
- Zoning Compliance Worksheet
- Copy of Contractor's Illinois License and Registration (Plumber, Electrician, Roofer)
- Tree Preservation Plan

## Inspections

Inspections are scheduled for a.m. or p.m., Monday through Friday. Inspections must be requested by 4 p.m. the day before the requested inspection day by calling 847-251-1666. Same day re-inspections are not available.

## **Required Inspections**

May include

- Rough (Electric, Framing, Mechanical, Plumbing)
- Final (Electric, Framing, Mechanical, Plumbing)
- Any other inspections deemed necessary by the plan reviewer

## Costs

- **Permit Fee:** 3% cost of construction; \$30 minimum
- **Escrow:** 25% cost of construction up to \$2,500, refunded upon completion of project/ final inspection



## Notes

### Definition:

A structure or use that is subordinate in extent and purpose to, and serves, a principal structure or use (e.g. Shed, Detached Garage, Gazebo, Pool Mechanical Room, Pergola, Trellis, Arbor, etc.).

### Location:

- Rear yard
- Not less than 10' from the principal building, and not less than 6' from any other building on the same or adjoin lot
- Not less than 2' from the side or rear lot line
  - In the case of a corner lot, not more than 6' from the inside side lot line

Any questions? Contact our Building/Planning Division at 847-251-1666 ext. 5253 or [Community@vok.org](mailto:Community@vok.org).

**\*\*Call J.U.L.I.E. (800-892-0123) before digging\*\***

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## Checklist

Required Documents	Document Attached
• Permit Application	
• Detailed Scope of Work / Contractor Quote	
• Detailed Site Plan / Plat of Survey	
• Architectural Plans (if applicable)	
• Civil Plans (if applicable)	
• Zoning Compliance Worksheet	
• Copy of Contractor's Illinois License and Registration (Plumber, Electrician, Roofer)	
• Tree Preservation Plan	
Other Items to Note	
• Civil Plans - Required if any of the following occur	
○ Work will cause an increase in the ground surface elevation	
○ Work will cause an obstruction in the flow of stormwater runoff from any property	
○ Work will cause a change in the direction or location of stormwater runoff from a property	
○ Work will disturb 200 square feet or more of the ground surface	
• Required Inspections	
○ Rough (Electric, Framing, Mechanical, Plumbing)	
○ Final ( Building Electric, Mechanical, Plumbing)	
○ Any other inspections identified as necessary by the plan reviewer	
Adopted Building Codes	
• 2015 International Residential Code	• 2015 Illinois Energy Conservation Code
• 2015 International Building Code	• 2015 International Existing Building Code
• 2014 Illinois Plumbing Code	• 2015 International Swimming Pool and Spa Code
• 2014 National Electrical Code	• 2012 International Property Maintenance Code
• 2015 International Mechanical Code	• 2015 International Fire Code
• 2015 International Fuel Gas Code	• 2015 NFPA 101 Life Safety Code

# VILLAGE OF KENILWORTH APPLICATION FOR BUILDING PERMIT

Building/Planning Division | 847-251-1666 | [community@vok.org](mailto:community@vok.org)

DATE: \_\_\_\_\_

Application is hereby made for a permit to \_\_\_\_\_  
(work to be performed)

(type of building such as residence, garage, etc.)

**PROPERTY ADDRESS:** \_\_\_\_\_

NUMBER OF STORIES: \_\_\_\_\_ CONSTRUCTION COST: \_\_\_\_\_

KIND OF MATERIAL: \_\_\_\_\_

	NAME	ADDRESS	EMAIL	PHONE/FAX
OWNER				
ARCHITECT				
GENERAL CONTRACTOR				
CARPENTER				
PLUMBER				
ELECTRICIAN				
HVAC				
MASON				
ROOFER				
OTHERS				

I (or We) hereby certify that I am (or We are) the legal owner(s) of the property described above. I (or We) hereby agree to perform the above described work in accordance with plans and specifications submitted herewith, and in strict compliance with the description set forth in this application and will all the provisions of the Kenilworth Zoning Ordinance, building code and all applicable codes, rules, regulations, and all other ordinances of the Village of Kenilworth and with the provisions of the permit.

Checked By: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

OR

Permit Authorized: \_\_\_\_\_

OWNER'S REPRESENTATIVE: \_\_\_\_\_

*Building Commissioner Signature*

PRINT NAME: \_\_\_\_\_

Permit Issued (Date): \_\_\_\_\_

Permit # \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_

# VILLAGE OF KENILWORTH APPLICATION FOR BUILDING PERMIT IMPERVIOUS SURFACES

Building/Planning Division | 847-251-1666 | [community@vok.org](mailto:community@vok.org)

DATE: \_\_\_\_\_

Application is hereby made for a permit to: (check all that apply)

Repair existing impervious surfaces with new materials to match existing

Replace existing impervious surfaces to match the existing dimensions and locations

Add new impervious surfaces - **complete Impervious Surfaces Calculations**

Drainage and Grading: For site improvement projects that disturb 200 square feet or more of the ground surface, increases ground elevation or changes direction/location of stormwater runoff, a Drainage and Grading Permit is required. Drainage and Grading Regulations and a User Manual are on Village website: [www.vok.org](http://www.vok.org).

**PROPERTY ADDRESS:** \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE : \_\_\_\_\_

DESCRIPTION OF WORK AND MATERIALS TO BE USED: \_\_\_\_\_

CONSTRUCTION COST: \_\_\_\_\_

	NAME	ADDRESS	EMAIL	PHONE #
Architect				
General Contractor				
Paving Contractor				
Landscaping Contractor				
Other				

I (or We) hereby certify that I am (or We are) the legal owner(s) of the property described above. I (or We) hereby agree to perform the above described work in accordance with plans and specifications submitted herewith, and in strict compliance with the description set forth in this application and will comply with all the provisions of the Kenilworth Zoning Ordinance, building codes, and all applicable codes and rules.

Checked By: _____ Permit Authorized: _____  Permit Issued: _____ Permit #: _____	Owner or Owner's Representative: _____  Print Name: _____  Email or Daytime Phone # _____
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# Village of



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## ZONING COMPLIANCE WORKSHEET

### Lot Coverage, Floor Area and Impervious Surface Calculations

**Property Address:** \_\_\_\_\_

Completion of these forms is required to allow Village staff to confirm compliance with zoning ordinance requirements for Lot Coverage, Floor Area, Impervious Surface, Yard Setback, and Building Height limitations. This worksheet is required for new buildings, additions, garages and porches.

- Section One - Lot Coverage Calculations
- Section Two - Floor Area Calculations
- Section Three - Impervious Surfaces Calculations
- Section Four - Height, Yard Setbacks, Overhangs, Air Conditioning Equipment

#### SECTION ONE – LOT COVERAGE CALCULATIONS

**Step 1: Lot Area**

Using a recent Plat of Survey, calculate the area of the lot in square feet. **Lot Area =** \_\_\_\_\_

**Step 2: Maximum Building Coverage Allowed**

Based on the Lot Area, select the appropriate formula to determine Maximum Building Coverage allowed.

For Lot Area 5,715 sq.ft. or less: maximum allowed =  $.30 \times \text{Lot Area} =$  \_\_\_\_\_

For Lot Area 5,716 sq.ft. to 19,999 sq.ft.: max. allowed =  $(.16 \times \text{Lot Area}) + 800 =$  \_\_\_\_\_

For Lot Area 20,000 sq.ft. or more: maximum allowed =  $.20 \times \text{Lot Area} =$  \_\_\_\_\_

**\*Maximum Building Coverage Allowed =** \_\_\_\_\_  
(A)

\* Maximum Building Coverage allowed for the lot is reduced by the area of impervious surfaces that exceeds 25% of the Lot Area. (see Section Three, Step 1 & 4)

**Step 3: Existing Building Coverage**

Using a Plat of Survey, calculate the area covered by existing buildings, enclosed or roofed porches, balconies and carports. Use the attached worksheets to determine the areas.

**Existing Building Coverage =** \_\_\_\_\_

**Step 4: Proposed Building Coverage**

Using Site Plan or Floor Plans, calculate the area of proposed new buildings, additions to existing buildings, enclosed or roofed porches, balconies, and carports. Deduct any existing area to be removed. Use the attached worksheets to determine the areas.

**Proposed Building Coverage =** \_\_\_\_\_

**Step 5: Total Existing & Proposed Building Coverage**

Add the Existing Building Coverage and the Proposed Building Coverage.

**Total Existing & Proposed Building Coverage =** \_\_\_\_\_  
(B)

\* IF THE TOTAL EXISTING & PROPOSED BUILDING COVERAGE EXCEEDS THE MAXIMUM BUILDING COVERAGE ALLOWED, A ZONING VARIANCE WOULD BE REQUIRED.

## **SECTION ONE – LOT COVERAGE WORKSHEET**

Building Coverage includes, but is not limited to:

- All buildings on the lot which are structures that have walls and/or a roof, such as a principal building and accessory buildings – detached garage, shed, gazebo
- Area measured to exterior walls at the foundation or near the ground, without regard to overhanging eaves
- Includes chimneys and bays
- Includes roofed elements such as porches, open entries and carports
- Includes second floor projections and balconies

\*Lot Coverage Worksheet is also used for Existing & Proposed First Floor Areas

**Sketch or Block Diagram of Existing & Proposed Building Coverage:**

**Existing Building Coverage**

PIECE NO.

DIMENSIONS

AREA

TOTAL \_\_\_\_\_

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**Proposed Building Coverage**

PIECE NO.

DIMENSIONS

AREA

TOTAL \_\_\_\_\_

**SECTION TWO – FLOOR AREA CALCULATIONS**

**Step 1: Maximum Floor Area Allowed – New Building or Substantial Alteration (built after 10/22/05)**

Based on the Lot Area, use the following formula to determine the Maximum Floor Area allowed  $(.21 \times \text{Lot Area}) + 1,200 = \underline{\hspace{2cm}}$

**Maximum Floor Area Allowed – Existing Building**

Based on the Lot Area, use the following formula to determine the Maximum Floor Area allowed.  $(.24 \times \text{Lot Area}) + 1,200 = \underline{\hspace{2cm}}$

**Zoning Credits – Existing Building**

Area of Existing bay window, covered entry, & roofed open porch to remain, up to 10% of max. Floor Area allowed  $= \underline{\hspace{2cm}}$

**Maximum Floor Area Allowed =  $\underline{\hspace{2cm}}$**

**Step 2: Existing Floor Area**

Using a Plat of Survey or existing Floor Plans, calculate the area of the First Floor & Second Floor of existing buildings, enclosed or roofed porches, balconies and carports. Use the attached worksheets to determine the areas.

Existing First Floor Area =  $\underline{\hspace{2cm}}$

Existing Second Floor Area =  $\underline{\hspace{2cm}}$

**Total Existing Floor Area =  $\underline{\hspace{2cm}}$**

**Step 3: Proposed Floor Area**

Using the proposed Site Plan and Floor Plans, calculate the area of the First Floor & Second Floor of the proposed buildings, enclosed or roofed porches, balconies and carports. Deduct any existing areas to be removed. Use the attached worksheets to determine the areas.

Proposed First Floor Area =  $\underline{\hspace{2cm}}$

Proposed Second Floor Area =  $\underline{\hspace{2cm}}$

**Total Proposed Floor Area =  $\underline{\hspace{2cm}}$**

**Step 4: Total Existing & Proposed Floor Area**

Add the Existing Floor Area and the Proposed Floor Area.

**Total Existing & Proposed Floor Area =  $\underline{\hspace{2cm}}$**

**\* IF THE TOTAL EXISTING & PROPOSED FLOOR AREA EXCEEDS THE MAXIMUM FLOOR AREA ALLOWED, A ZONING VARIANCE WOULD BE REQUIRED.**



## **SECTION TWO – FLOOR AREA WORKSHEET**

First Floor Area:

- Use the Lot Coverage Worksheet for Existing & Proposed First Floor Areas

Second Floor Area includes, but is not limited to:

- Second Floor areas of all principal buildings on the lot, other than half stories above the first story
- Area measured to exterior face of exterior walls, without deduction for hallways, stairwells, shafts, atria and similar spaces
- Area includes that portion of any half story that constitutes the second story of a building (other than an accessory structure) in which the vertical distance from the finished floor of such second story to the bottom edge of the roof rafters, dormer rafters or ceiling joists above such finished floor equals or exceeds 5 feet
- Includes chimneys and bays
- Includes enclosed or covered porches, decks and balconies

Basement Floor Area includes:

- Portion of the basement of any building that is designed and constructed primarily for, or is used primarily for, the storage or parking of automobiles

**Sketch or Block Diagram of Existing & Proposed Second Floor Area:**

**Existing Second Floor Area**

PIECE NO.

DIMENSIONS

AREA

TOTAL\_\_\_\_\_

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**Proposed Second Floor Area**

PIECE NO.

DIMENSIONS

AREA

TOTAL\_\_\_\_\_

**SECTION THREE – IMPERVIOUS SURFACES CALCULATIONS**

**Step 1: Maximum Impervious Surfaces Allowed**

Based on the Lot Area, use the following formula to determine the Impervious Surfaces Allowed.

Impervious Surfaces Allowed =  $.25 \times \text{Lot Area} =$  \_\_\_\_\_

\* If the Total Existing & Proposed Building Coverage (B) is less than the Maximum Building Coverage Allowed (A), the remaining available Building Coverage area is added to the Impervious Surfaces Allowed above.

\*If the Total Existing & Proposed Building Coverage (B) is more than the Maximum Building Coverage Allowed (A), the Impervious Surface Allowed is reduced by the excess Building Coverage.

Maximum Bldg. Coverage Allowed (A) - Total Existing & Proposed Bldg. Coverage (B)  
(from Section One, Step 2) (from Section One, Step 5) (+/-) = \_\_\_\_\_  
\_\_\_\_\_ - \_\_\_\_\_ (+/-) = \_\_\_\_\_

Add the Impervious Surfaces Allowed and the Building Coverage difference listed above to determine the Total Maximum Impervious Surfaces Allowed.

**Total Maximum Impervious Surfaces Allowed =** \_\_\_\_\_

**Step 2: Existing Impervious Surfaces**

Using a Plat of Survey or field measurements, calculate the area covered by existing Impervious Surfaces other than buildings on the lot. Use the attached worksheets to determine the areas.

**Existing Impervious Surfaces =** \_\_\_\_\_

**Step 3: Proposed Impervious Surfaces**

Using the proposed Site Plan, calculate the area covered by proposed Impervious Surfaces. Deduct any existing area to be removed. Use the attached worksheets to determine the areas.

**Proposed Impervious Surfaces =** \_\_\_\_\_

**Step 4: Total Existing & Proposed Impervious Surfaces**

Add the Existing Impervious Surfaces and the Proposed Impervious Surfaces,

**Total Existing & Proposed Impervious Surfaces =** \_\_\_\_\_

\* IF THE TOTAL EXISTING & PROPOSED IMPERVIOUS SURFACES EXCEEDS THE MAXIMUM IMPERVIOUS SURFACES ALLOWED, A ZONING VARIANCE WOULD BE REQUIRED.

### **SECTION THREE – IMPERVIOUS SURFACES CALCULATIONS**

Impervious Surfaces includes, but is not limited to:

- Any improvements on a lot, not including buildings, that prohibit or substantially retard the drainage of storm water directly into the soil below
- Includes driveways, sidewalks, open steps, open entry platforms, patios, terraces, paving stones, decks, swimming pools, tennis courts, pergolas, trellises, arbors and similar structures
- Area measured in square feet of ground coverage

**Sketch or Block Diagram of Existing & Proposed Impervious Surfaces**

**Existing Impervious Surfaces**

PIECE NO.

DIMENSIONS

AREA

TOTAL \_\_\_\_\_

---

**Proposed Impervious Surfaces**

PIECE NO.

DIMENSIONS

AREA

TOTAL \_\_\_\_\_

**SECTION FOUR – BUILDING HEIGHT, YARD SETBACKS, OVERHANGS, and AIR CONDITIONING EQUIPMENT**

**Zoning District**

Indicate the Zoning District in which the property is located: \_\_\_\_\_

**Height**

Existing Height: Indicate the vertical distance of the highest existing roof surface, as measured from the curb level \_\_\_\_\_

Proposed Height: Indicate the vertical distance of the highest new roof surface, as measured from the curb level \_\_\_\_\_

**Setbacks**

Indicate the minimum horizontal distance between the property line and the nearest projection of the Existing Building:

Front Yard \_\_\_\_\_  
Side Yard, left side \_\_\_\_\_  
Side Yard, right side \_\_\_\_\_  
Rear Yard \_\_\_\_\_

Indicate the minimum horizontal distance between the property line and the nearest projection of the Proposed Building or Addition:

Front Yard \_\_\_\_\_  
Side Yard, left side \_\_\_\_\_  
Side Yard, right side \_\_\_\_\_  
Rear Yard \_\_\_\_\_

**Roof Overhang**

Indicate the maximum dimension of horizontal projection of the roof soffit, eaves, and gutter from the face of the building: \_\_\_\_\_

Does any soffit, eave, or gutter project more than 12” into any required yard? \_\_\_\_\_

**Air Conditioning Equipment and Appurtenances**

Indicate on the drawings the location of air conditioning equipment and other appurtenances, (condensers, emergency generators, or other similar equipment located outside of the building).

Indicate the minimum horizontal distance from the equipment to either side lot line: \_\_\_\_\_