



Application for Building Permit

Revised 9-1-17

To better serve you, please allow ample time (10 days) to request and receive your permit.

Permit Valid One Year from Issue Date!

Permit is **ONLY** valid for the job listed on this application

The Following Information is **REQUIRED** for Permit Approval.

Return ALL PAGES OF THIS PERMIT, all pages must be initialed by applicant

I. Name and Mailing address of property owner

Phone _____

II. Physical Address of Property being permitted:

III. Block & Lot number of property: _____

IV. Name of subdivision (if applicable) : _____

V. Written description of construction, addition, or repair:

VI. All required dimensions:

VII. Name and address of contractor (please print)

VIII. Applicants Signature

_____ **Date** _____

(Signature of Applicant)

Permits Are Required for the Following

(NOTE: this list is not inclusive – please check the Village Zoning Code)

- Shed (unless portable)
- Concrete
- Patio/Deck
- Fence
- House/Duplex/Multi Family Residence/Commercial Building
- Substructures (i.e. garage,gazebos)
- Swimming Pools

Fee Schedule for Permits:

Fence, Patio or Deck (no roof or stud wall) -	\$25.00
Sub Structure -	\$50.00
House -	\$100.00
Duplex -	\$200.00
Larger multifamily residences -	\$400.00
Commercial building – per structure -	\$400.00
Swimming Pools -	\$5.00
Concrete work – fee varies (depending upon size and Location of the project	\$25.00 to \$400.00

NOTE: Encroachments upon Village right of way, easements or alleys require a minimum of 10 (ten) days for application research.

General Information for Building Permits

Definitions:

Detached: A building or structure entirely surrounded by open space on the same lot

Semi-Detached: A building or structure joined to one other building or structure

Setbacks:

Detached and Semi-Detached Buildings or Structures: (**NOTE:** All minimums are from the **LOT** line)

- Minimum front yard depth - 30 feet
- Minimum rear yard depth - 20 feet
- Minimum side yard depth - 5 feet
- Minimum side yard depth on corner lot - 30 feet
- Maximum height – principal - 3 story or 35 feet
- Maximum height – accessory - 1 story or 15 feet

Fences – Minimum distance from the **LOT** line

- Front - 10 feet
- Rear - 0 feet
- Sides - 0 feet

**** No Fence can be built creating blind spots or interfering with sight lines on Village of McLean right-of-way)**

Legal exceptions may exist and will be addressed accordingly – (for example: corner lots)

Requesting Variances

You may apply for a variance to required setbacks and heights by doing the following:

1. Prepare a formal written request noting which section of the Zoning Code you are requesting a variance from. Written requests need to contain the following: your name, address, telephone number.
2. Bring this request to the Village of McLean Office
3. Pay a fee of \$125.00 to the Village of McLean to pay for the publishing of the Zoning Board of Appeals meeting for your request (**note:** this fee may vary as publishing rates change. As of 9-1-17 the fee is \$125.00; this fee is NON-REFUNDABLE)

If a Zoning Variance Board of Appeals meeting is needed; the Village of McLean is required to publish a notice not more than 30, nor less than 15 days before the hearing.

- IX. REQUIRED:** Draw a simple sketch of your lot; show all existing structures and the requested structure. (You may use the back of this page – or attach an additional sheet) **Initial and date the drawing.**
- a. Include all measurements and landmarks
 - b. The property owner is responsible for “lot-line” correctness

Diagram Example

