



**CITY OF ALEDO**  
**SHED PERMIT APPLICATION**  
 120 N. College Avenue  
 Aledo, Illinois 61231  
 (309) 582-7241 Office  
 (309) 582-7242 Fax

Office Use Only	
File Number:	_____
Date Application Received:	_____
JULIE No:	_____
Permit Fee:	_____
Dig Bond:	_____
Total Amount Due:	_____
Zoning Officer:	_____
Building Official:	_____
Project Valuation:	_____
Date Permit Issued:	_____

Please fill out completely

**PROJECT LOCATION**

Project Address: _____
Parcel Identification Number (PIN): _____
Legal Description: (Required for all new structures): _____
_____

**INFORMATION REQUIRED**

<i>A plat of survey may be required if determined necessary by field inspection</i>
Completed shed application
Site map of property with proposed location of shed (include dimensions from property lines to all structures)
JULIE dig number
OWNER'S CONSENT IF NOT APPLICANT: _____
_____
<b>APPLICANT INFORMATION IF NOT OWNER</b>
Name: _____ Email: _____
Address: (if different from project location): _____
_____
Home Telephone: _____ Cell Phone _____

**PROPERTY OWNER INFORMATION**

Name: _____ Email: _____
Address: (if different from project location): _____
_____
Home Telephone: _____ Other Phone: _____ Fax: _____

**Please complete the reverse side of this application**

Location: \_\_\_\_\_ File No: \_\_\_\_\_

**CONTRACTOR INFORMATION**

All contractors involved in this project shall be listed on the application. Contractors shall be licensed as required by state law and city ordinance prior to the issuance of a permit.

To Be Completed by Applicant				To Be Completed by City Staff	
Trade	Contractor Name	Address	Telephone	Local	
General Contractor					
Electrician					
Roofer					
Carpenter					
Concrete					

**PROJECT DETAILS**

Total square foot of new building \_\_\_\_\_ Type: ( )Metal ( )Wood ( )Other \_\_\_\_\_  
 What is the proposed use?: \_\_\_\_\_  
 Total Fair Market Value (use contract price if the work is contracted): \_\_\_\_\_  
 Labor \_\_\_\_\_ Materials: \_\_\_\_\_ Total Cost: \_\_\_\_\_  
 (Please note that owner labor has a market value)  
 Estimated Completion Date: \_\_\_\_\_

*PLEASE COMPLETE AND SUBMIT ATTACHED SPECIFICATION SHEET*

The undersigned, by affixing his or her signature to this application, does hereby acknowledge and affirm the following: (1) That he or she is the project property owner or authorized agent; (2) that the issuance of the requested permit is conditioned upon the consent of the permit holder and his or her employees, contractors or other agents, to comply with the codes, rules, specifications and ordinances of the City of Aledo; (3) that the permit holder shall obtain all required inspections for the project; (5) that the permit does not grant any right or privilege to violate the codes and ordinances of the City of Aledo; (6) that a failure to commence work within 180 days of the issuance of this permit or a failure to complete such work within one year of permit issuance shall invalidate the permit and require an extension or new permit as allowed by the building official; (7) that inspections outside of normal business hours, missed inspections or those caused by modifications or noncompliance shall be assessed an additional \$50.00 per inspection; (8) that a failure to obtain the required inspections or a violation of codes, rules, specifications or ordinances of the City shall be cause to suspend or revoke the permit and shall further be cause for the city to seek compliance in a manner as provided by law.

\_\_\_\_\_  
 Signature of Permit Applicant Printed Name

Do Not Write Below This Line

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*STORAGE SHED*

SHED TYPE: \_\_\_\_\_

SHED DIMENSIONS: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet

SHED HEIGHT TO PEAK: \_\_\_\_\_ feet

RAFTER SIZE: 2 X 4 SPACED \_\_\_\_\_ INCHES ON CENTER

RAFTER SPAN: \_\_\_\_\_ FEET

WALL FRAMING: STUDS ARE 2 X 4 SPACED \_\_\_\_\_ INCHES ON CENTER

DOOR AND WINDOW HEADERS: \_\_\_\_\_

SIDING ( ) 5/8 TREATED T-111 ( ) METAL ( ) OTHER \_\_\_\_\_

---

ROOF DECK: ( ) 7/32 INCH PLYWOOD ( ) 2 X 4'S ACROSS RAFTERS FOR METAL  
ROOF ( ) OTHER \_\_\_\_\_

FLOOR DECKING: \_\_\_\_\_

FOUNDATION: \_\_\_\_\_

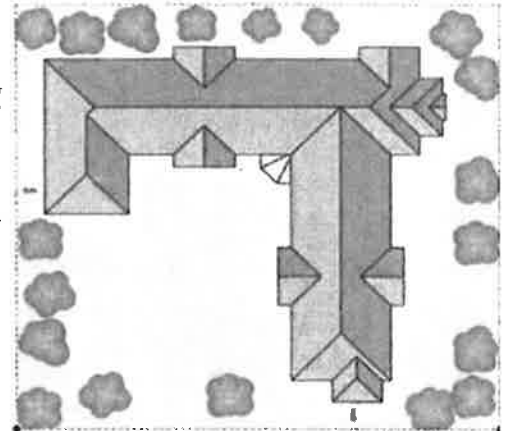
METHOD OF ANCHORING: \_\_\_\_\_

---



# PREPARING AND SUBMITTING A SITE PLAN

A site plan is a drawing that shows proposed improvements to a property. A site plan shows the location of *existing* buildings and other improvements, adjacent streets or alleys, and other property features. A site plan also shows the size and location of *proposed improvements* to a property such as a new house, addition, deck, garage, storage shed, pool, sign, or parking lot.



## WHEN MUST I SUBMIT A SITE PLAN?

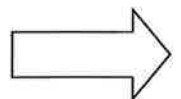
Prior to construction or development, a property owner or contractor must first apply for a building permit and submit a site plan to the City of Aledo for review. The City's Building Department (located at Aledo City Hall, 120 N College Ave.) will review the site plan to ensure that new structures and development comply with adopted land use codes and policies. Proposals will be reviewed, at minimum, to verify that construction will meet applicable setbacks, height, and size (bulk) standards. For larger projects other than single or two-family residential construction, additional site plans for landscaping and lighting may also be required.

## HOW SHOULD I PREPARE A SITE PLAN?

For most residential projects a simple hand-drawn, not-to-scale site plan is sufficient. Larger residential projects and most non-residential projects may require scaled site plans prepared by a registered design professional. At minimum, a site plan should identify the following:

- Property lines and dimensions;
- Location and name of adjoining streets, avenues, alleys and other physical features;
- Locations and exterior dimensions of all existing structures;
- Location, height and exterior dimensions of all proposed buildings or improvements;
- Distances (setbacks) from front, side, and rear property lines to the wall or edge of each existing structure and also to each proposed structure or improvement;
- For detached buildings, distances from existing buildings to proposed buildings;
- Street address; and
- North arrow.

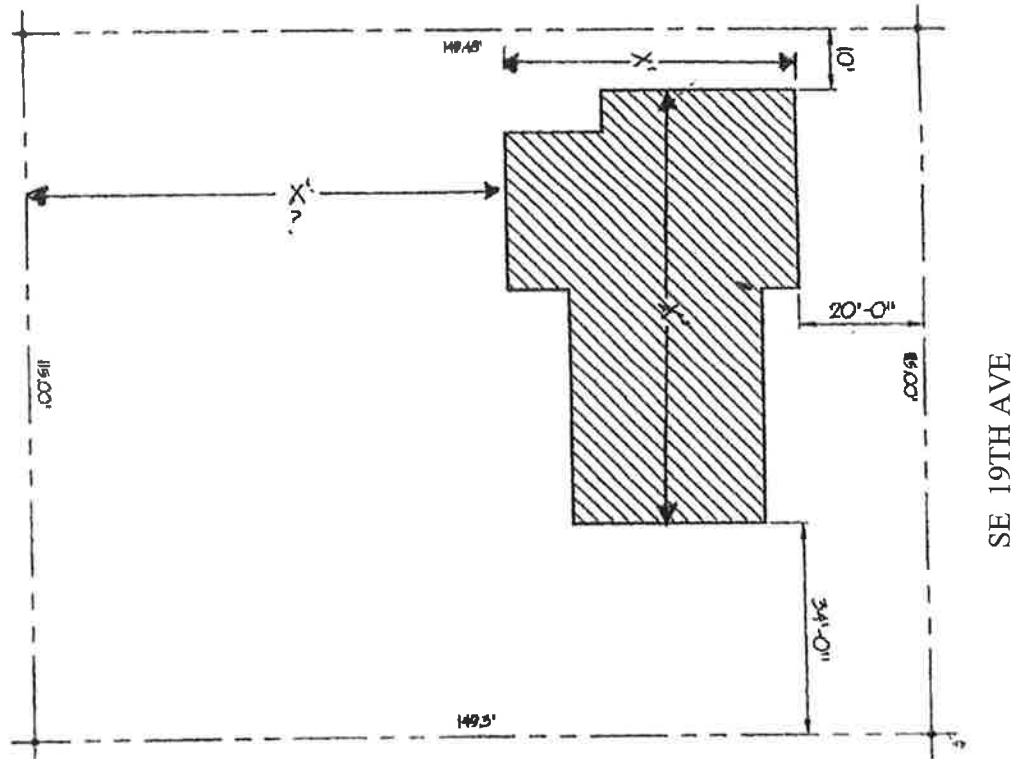
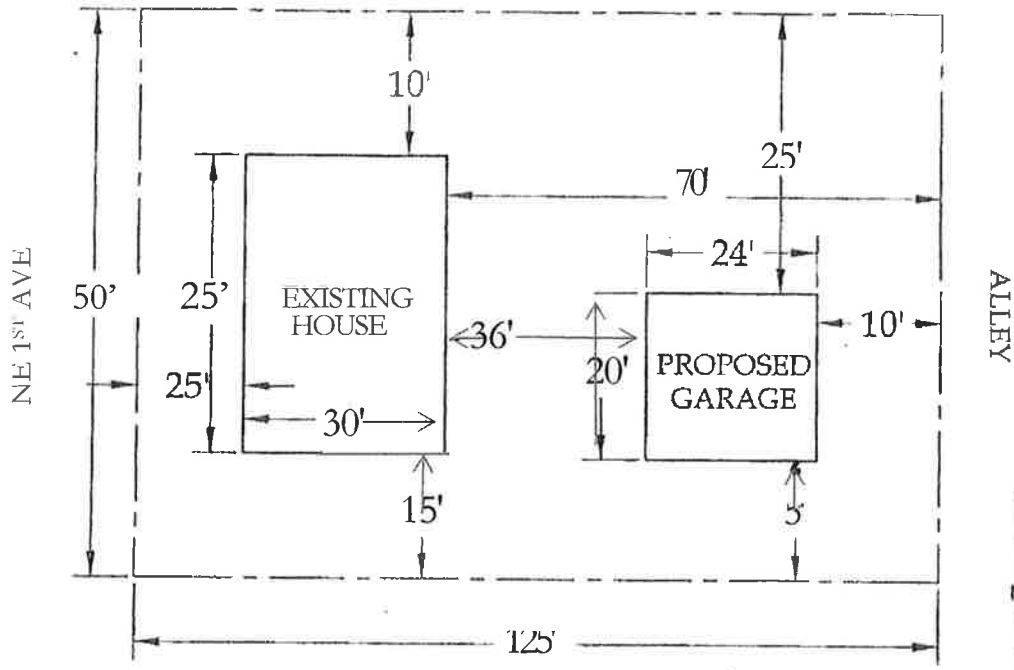
For site plan EXAMPLES and a BLANK TEMPLATE, see the following pages.



QUESTIONS? Contact the Building Department at 309-582-7241 ext 205 or [jblaser@aledoil.org](mailto:jblaser@aledoil.org)

# SITE PLAN EXAMPLES

NE 1<sup>ST</sup> STREET



SE 3<sup>RD</sup> ST

**ADDRESS:**

**PROPOSED SITE PLAN**

**DESCRIPTION OF WORK:**

**PLEASE SHOW:**

- Dimensions of proposed structure
- Distances to property lines
- Existing structures & driveways
- Streets and alleys
- Property dimensions (if available)

**CITY APPROVAL:**

All improvements must comply with the Alameda Code of Ordinances. No changes without prior approval. The owner and/or contractor is responsible for verifying property lines, easements, and building/property dimensions.

Zoning Official \_\_\_\_\_ Date \_\_\_\_\_

