

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**

(Signature of Applicant)

_Date _____

Applicant's Initials

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

Applicant's Initials _____

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

<u>Fences</u> – Minimum distance from the <u>LOT</u> 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

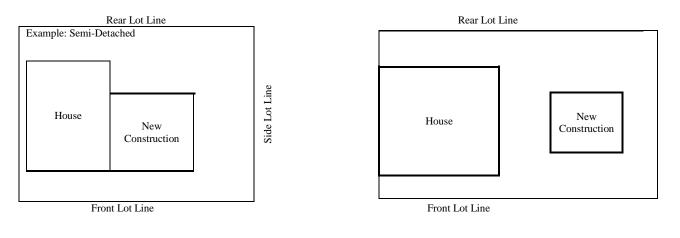
You may apply for a variance to required setbacks and heights by doing the following:

- 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



Applicant's Initials _____