



Village of Morton Grove

Department of Buildings

6101 Capulina Ave., Morton Grove, IL 60053

Phone: 847/ 470-5214 Fax: 847/ 663-6185

bldg-permits@mortongroveil.org

ACCESSORY STRUCTURE APPLICATION

All information below must be filled in prior to submission (please print).

Date Filed: \_\_\_ / \_\_\_ / \_\_\_

Project Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Office Use Only
Permit #: \_\_\_\_\_
Date Issued: \_\_\_\_\_

Project Type:
[ ] Gazebo [ ] Pergola [ ] Storage Shed [ ] Tent [ ] Other: \_\_\_\_\_
Area (Sq. Ft.): \_\_\_\_\_ Value of Work: \_\_\_\_\_

Property Owner: \_\_\_\_\_ General Contractor: \_\_\_\_\_
Address: \_\_\_\_\_ Address: No P.O. Box
City / State / Zip Code: \_\_\_\_\_ City / State / Zip Code:
Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_ License No.:
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Requirements:
Required Submissions: This application must be accompanied by the following:
[ ] Plat of Survey (3 sets)
[ ] Structure Plans/Specifications (3 sets)
[ ] Drainage Plan prepared by licensed engineer for accessory structures ≥ 400 square feet (3 sets)
Required Approvals: Before a permit is granted, approval is required for the following:
o Building o Engineering (≥ 400 square feet)
o Zoning
Required Inspections: When this permit is approved, the following inspections will be made. The applicant is required to request these inspections at least (24) twenty-four hours in advance, and their authorized agent must be present.
o Footing
o Final - Building
o Final - Engineering (≥ 400 square feet)

When this permit is granted, the following fees must be paid. The amount of the fees will be calculated based on the plans submitted.

BUILDING .....	\$ _____
PLAN REVIEW .....	\$ _____
SUBTOTAL - BUILDING FEES .....	\$ _____

**J.U.L.I.E.**

Arrangements shall be made for adequate protection against interference with underground utilities by calling J.U.L.I.E. 1-800-892-0123 or 811 and MORTON GROVE PUBLIC WORKS 847/ 470-5235 AT LEAST 48 HOURS BEFORE EXCAVATING OR DIGGING.

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The undersigned hereby makes application for a permit to erect a building / structure, etc. in the Village of Morton Grove and in accordance with the ordinances of the Village of Morton Grove and in accordance with the plans and specifications herewith submitted and filed in consideration of the issuance of this permit, and other good and valuable considerations the receipt of which is hereby acknowledged, we/I do hereby agree and covenant to forever hold harmless the Village of Morton Grove, its agents and employees, and to save them from all costs, claims, suits, demands, and actions arising from or through or because of or in any way connected with any work performed or being done in the excavation, construction, building, or finishing of the premises for which this permit is issued.

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Date: \_\_\_ / \_\_\_ / \_\_\_ General Contractor Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Property Owner Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Building Official Signature: \_\_\_\_\_

**Applications will not be accepted for review without a signature from the property owner and contractor.**

**All contractors must register with Village of Morton Grove prior to issuance of any permits.**