



LakeCounty

Central Permit Facility
500 W. Winchester Road Unit #101
Libertyville, IL 60048-1331
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Registration Form Freestanding Gazebo or Screen Room

This registration form should be used only for freestanding gazebos or screen rooms. In all cases, the requirements listed on page 2 will apply. This process is designed to maximize customer convenience. However, the customer always has the right to seek a permit and a follow-up inspection. Lake County reserves the right to inspect any construction performed whether permitted or registered.

You may apply for registrations online through at the website: WWW.LAKECOUNTYIL.GOV/3912/PERMIT. Registrations can also be applied for in person at the Central Permit Facility. Please attach a site plan showing structure location with measurements from other buildings and property lines and a sketch with structure dimensions including height, to your registration form. These documents and a non-refundable registration fee must be submitted to the Central Permit Facility in order to register your project. A fee schedule can be found at lakecountyil.gov/3678/Fee-Schedule.
CONSTRUCTION CANNOT BEGIN UNTIL YOU RECEIVE CONFIRMATION FROM THIS OFFICE THAT YOUR REGISTRATION IS COMPLETE.

(Please complete the information below and sign)

PIN: _____ Address of Property: _____

Owner Address (if different from above): _____

Owner Name: _____ Owner Phone Number: _____

Owner Fax Number: _____ Email: _____

Structure Location (a survey showing location is required as part of this application):

Structure Size: _____ Cost of Project: _____

I/WE hereby acknowledge having read and understood the requirements specified below. I/WE hereby agree to comply with these requirements, and understand that failure to comply may result in an enforcement action by the County. This acknowledgement is binding on MY/OUR successors and assigns.

Owner/Authorized Agent Name (PRINT): _____

Owner/Authorized Agent Signature (SIGN): _____ Date: _____

OFFICE USE ONLY:

- Floodplain Floodway Wetland 30' from Water's Edge
- Drainage Easement Utility Easement Deed Restricted Open Space Recorded Access Easement

Application #: _____ Completed By: _____ Date: _____

Paid By: Cash Check #: _____ Credit Card #: _____

Comments: _____

REQUIREMENTS

ZONING:

- The proposed structure cannot be larger than 200 square feet
- The structure cannot contain any electrical work
- The structure needs to be a minimum of 6 feet from all rear and side property lines, a minimum 30 feet from all water's edge, and a minimum of 30 feet from the front property lines
- The property cannot contain FEMA regulatory floodway
- If located in the floodplain the structure will need to be anchored appropriately and constructed with flood proof material
- The structure cannot contain glass or any other type of glazing
- If the property is served by a water well and/or a septic system, the survey drawing must indicate the location of the water well and septic system (tanks and field)

LOCATION:

- Freestanding gazebos or screen rooms are prohibited within:
 - Floodways
 - Wetlands
 - Drainage Easements
 - Utility Easements
 - Deed Restricted Open Space
 - Recorded Access Easements
 - Unbuilt Rights-of-Way
- If a structure is located within a floodplain, it will need to be anchored appropriately and constructed with flood proof material

PERMITS:

- **A PERMIT SHALL BE REQUIRED IF PROPERTY HAS A RED TAG**