

ers and beams must be listed. Accurate dimensions should be included for all rooms, doors, and windows. Locations of all plumbing, electrical and mechanical equipment and fixtures should also be included.

- b. Live load of the top cord for all roof trusses shall be at least 30 pounds per square foot and live load of the top cord for all floor trusses shall be at least 40 pounds per square foot.
- c. Size and material of each truss member shall be noted on the drawing.
- d. The drawing shall contain original signed and sealed truss certificate that states: **“The design herein was made under my direct supervision and conforms to the Building Code of Lake County, IL”**. The certificate must be signed and sealed by a structural engineer or architect, registered in the State of Illinois.

iii. Accessory structures proposed within the floodplain/flood table must comply with floodplain/flood table regulations, including floodproofed material construction, flow-through foundation vents, and compensatory storage requirements. Accessory structures proposed within the floodplain may not exceed 576 square-feet in area.

A CERTIFICATE OF COMPLIANCE PREPARED BY A LICENSED ENGINEER OR ARCHITECT STATING THAT THE STRUCTURE COMPLIES WITH THE INTERNATIONAL ENERGY CONSERVATION CODE WILL BE REQUIRED.

DRIVEWAY ACCESS APPROVAL FROM THE APPROPRIATE HIGHWAY AUTHORITY WILL BE REQUIRED.



how much will my permit cost?



Your Lake County Project Manager can provide you with information regarding fees for your project. Applicable permit fees are required at the time of application. Cash, check or credit card payments are accepted.

so now that i've applied- what's next?

Your application will be reviewed by all applicable departments for compliance with Lake County Ordinances. The project approval and/or review comments for your project will be issued in 10-15 business days from the date of application submittal.

Your project will require inspections at various stages of construction. **Please call 847-377-2600 to schedule all inspections.**



REQUEST AN EARLY ASSISTANCE MEETING BY CONTACTING A PROJECT MANAGER (PM) AT 847-377-2600

Early Assistance meetings are provided at no charge, and the meeting will be coordinated by a PM to ensure all applicable Lake County departments are present to address your proposed project.

COMMERCIAL ACCESSORY STRUCTURE

(New, Additions and Alterations)



Central Permit Facility
500 W. Winchester Rd.
Libertyville, Illinois 60048

Phone: 847-377-2600

Fax: 847-984-5854

E-Mail: lcpermits@lakecountyil.gov



COMMERCIAL ACCESSORY STRUCTURE

(New, Additions and Alterations)

Your project to build a commercial accessory structure in unincorporated Lake County will require the involvement of several Lake County agencies. A Lake County assigned Project Manager (PM) will guide you with your project and assist you in seeking the appropriate permits. Your PM will serve as a single point of contact to answer any questions, coordinate the project approval process, resolve issues that affect the project flow, and keep project approval on established time lines. There are several steps you can take to help you in this process:

1. Request an Early Assistance meeting by contacting a PM at 847-377-2600.

An Early Assistance meeting is required prior to filing an application to build, remodel or add to a commercial building. Early Assistance meeting is provided at no charge, and the meeting will be coordinated by a PM to ensure all applicable Lake County departments are present to address your proposed project. The meeting will identify project requirements and design issues before the project begins. The meeting may offer guidance on the best use of a complicated site, and we may help you in locating consultants to assist you with your design. Notes from the meeting will be provided for your use.

At this meeting you may learn that the proposed accessory structure may require additional processes such as an amendment to an existing Conditional Use Permit or a Site Capacity/Site Plan Review prior to submitting an application.

what do i need?

You may apply for your project after any necessary pre-approvals, such as Site Capacity/Site Plan Review, a Variation, a Conditional Use Permit, or an Amendment to an existing Conditional Use Permit, have been received. The application must be submitted in person, by either the property owner or authorized agent at our office. Please call your PM if you have questions about the following submittal materials and to ensure your submittal is complete:

1. Property Index Number (PIN) or address of the property
2. Completed application: <http://www.lakecountyil.gov/Planning/publications/More%20Publications/Forms/Public%20View.aspx>
3. Submittal Requirements:

Submittal Requirements			
Utility Service	Number of Copies		
	Site Plan	Building Plan	Additional Building Plan*
Sanitary Sewer/ Public Water	7	3	2
Sanitary Sewer/ Private Well	8	3	2
Septic System/ Private Well	11	4	2

* Additional building plan sets must be submitted for structures proposed within the floodplain/flood table/floodway.

- i. Site plans are required. At a minimum, **the site plans must be to-scale**, showing existing structures and proposed improvements. Site plans must show the location, dimensions, and setbacks of all existing and proposed structures, proposed and existing grading, access and utility locations. Septic system and water well locations must be shown, as applicable, and septic system design drawings must be prepared by a licensed septic designer. Floodplain and wetland information must be displayed, as applicable. A plat of survey is preferred, but not required.
- ii. The building plans must include the following:
 - a. Plans should be legible and drawn to fully reflect the work that will take place. Size and type of material for all structural members such as head-

