

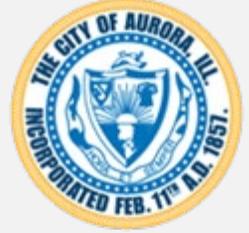
**ACCESSORY STRUCTURE**

COMMERCIAL or RESIDENTIAL

Decks, Porches, Front Stairs, Gazebos, Ramps, Sheds  
(Garages are a separate application type)

**City of Aurora**

Development Services Department  
Division of Building and Permits  
77 S Broadway  
Aurora, IL 60505



APPLICATION #: \_\_\_\_\_

Total Fees: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Online Portal: <https://auro-trk.aspgov.com/etrakit/> Phone: 630.256.3130 Website: [www.aurora-il.org](http://www.aurora-il.org)

Property Address: \_\_\_\_\_ Unit/Suite #: \_\_\_\_\_

**Owner Information (all fields required)**

Additional Contact Info  Applicant  Tenant  Property Mngr

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**ACKNOWLEDGEMENT OF APPLICATION ONLY**

**This is an application only.** Completion of this application does **NOT** entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not preclude the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property. As part of this application process, I affirm that all the information herein is true and correct to the best of my knowledge. I authorize the City of Aurora to make any reasonable inspections of the property as part of the application and permit process.

By signing below, I attest that I have read and do understand the Zoning Ordinances outlined in this application.

Owner  Contractor  Representative  Role: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**DESCRIPTION OF WORK**

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

**ACCESSORY STRUCTURE INFORMATION**

Property type for this project:  Commercial  Residential Square footage of primary structure: \_\_\_\_\_sf  
Project type:  Deck  Gazebo  Ramp  Exterior Stairs Square footage of accessory structure: \_\_\_\_\_sf  
 Porch  Patio Covering/ Pergola  Shed Peak height of Structure (if applicable): \_\_\_\_\_ft  
If Deck, will deck be:  Skirted  Unskirted Deck Height Above Grade: \_\_\_\_\_ft

*(Maximum allowed square footage for a shed is 160sf, anything larger will require a different permit type)*

*(Residential accessory structures over 768 square feet require full frost depth footings and foundation)*

**STRUCTURE ATTACHMENT INFORMATION**

Is the accessory structure attached to the primary structure:  Yes  No *If yes, please complete the following:*  
Does the structure have conditioned space:  Yes  No Does the structure have exterior insulated walls:  Yes  No  
Does the structure have insulated roof:  Yes  No Does the structure have permanent windows and doors:  Yes  No  
Does the structure have electric for interior use:  Yes  No Does the structure have heat or AC appliance:  Yes  No  
Does the structure have plumbing fixtures:  Yes  No

*If any of the above questions are yes, then a continuous footing to frost depth shall be required and potentially a different permit type needed.*

**GENERAL REQUIREMENTS, CONDITIONS and ITEMS for SUBMITTAL**

Reference the "[Submittal Requirements, Application Timeframes and Inspection Contacts](#)" handout for quantity of items to submit with completed application

- o Complete construction drawings, stamped and signed (wet or digital) by a licensed design professional for Commercial Applications
  - Cover sheet providing the following information: Use Group, Construction Type, Square Footage, IBC Occupant Load Calcs, Design Live / Dead Loads
  - Floorplans showing layout of existing space, required demolition and proposed construction
  - Details and Sections as required covering all construction materials, partitions, floor structure, rated assemblies and other elements necessary for work
  - Building Elevations as required showing all changed exterior openings, roof heights and foundation depths
  - Structural Plans and Details as required for any modifications to existing structural support
  - Plumbing Plans as required showing both sanitary and supply riser diagrams with all sizing and components, schedule of fixtures
  - Mechanical Plans as required showing duct locations and sizes with indication of CFM, schedule of equipment with specifications
  - Electrical Plans as required showing components and sizes with balanced panel schedules, load calculations and one-line service diagrams
  - Architectural / Civil Site Plan as required to show lot lines, setbacks, existing structures, parking, curb cuts, fire hydrants, etc.
- o Manufacturer's specifications and cut sheets on any equipment
- o Contractors must be licensed and registered with Aurora (not required at submittal, but prior to permit issuance)

Application Fee is due at time of submittal.

COST OF WORK: \_\_\_\_\_

**APPLICABLE CODES**

2014 Illinois Plumbing Code  
2023 National Electrical Code  
2024 International Building Code

2024 International Existing Building Code  
2024 International Fire Code  
2024 International Fuel Gas Code

2024 International Mechanical Code  
2024 International Residential Code  
[City of Aurora Ordinances](#)

**SHED REQUIREMENTS, ZONING ORDINANCE SEC. 104.4**

- Materials and Construction: Sheds shall be constructed of an approved, uniform material, type, color and design. Approved materials may consist of, but are not limited to wood, metal, brick and block. Resin storage sheds when purchased for the purposes of outdoor storage is an acceptable material. No fabric or other coverings such as those made of vinyl, nylon, or canvas; untreated or unpainted wood; or other non-traditional building materials shall be used.
- Height: A private shed shall not exceed 14 feet in height. Height shall be measured to the top (peak) of structure.
- Size: Shed shall not exceed 160 feet in area, nor shall they exceed 8 feet in vertical wall height. The maximum length of any one wall shall not exceed 16 feet.
- Location: Sheds are permitted only in the back yard and only one (1) said shed is allowed on the property at any given time. No shed shall be located within any public utility easement, whether platted or implied.
- Distance from Principal Structure: Sheds shall not be closer than 6 feet from the nearest principal building wall, however if the shed is properly fire rated it may be located closer to the principal building per building code requirements.
- Setbacks: Sheds shall have a minimum setback of 3 feet from the side yard and minimum setback of 5 feet from the rear yard. Sheds shall not be closer than 6 feet from the nearest principal building wall, however if the is properly fire rated it may be closer to the principal building per building code requirements.

**CONTRACTOR INFORMATION AND ASSOCIATED SCOPE OF WORK (COMPLETE ALL THAT APPLY)**

**GENERAL CONTRACTOR INFORMATION**

City of Aurora Registration #: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Residential Requirements:**

Separation Distance (min 5' per R302.1): \_\_\_\_\_ ft

**Commercial Requirements:**

Is construction type same as primary:  Yes  No

Fire Separation Distance: \_\_\_\_\_ ft

Fire Rating Required (IBC Chpt. 6): \_\_\_\_\_ hr

Fire Rating Provided: \_\_\_\_\_ hr

**ELECTRICAL CONTRACTOR INFORMATION**

City of Aurora Registration #: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Electrical Work:  Yes  No

Electrical Service Size:  Existing  New \_\_\_\_\_ amps

# of Sets of Service Conductors: \_\_\_\_\_

Size: \_\_\_\_\_

# of Circuits: \_\_\_\_\_

Location of Service: \_\_\_\_\_

**PLUMBING CONTRACTOR INFORMATION**

City of Aurora Registration #: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Plumbing Work:  Yes  No

Water Service:  Existing  New Size: \_\_\_\_\_

Water Meter:  Existing  New Size: \_\_\_\_\_

Number of Plumbing Fixture Units: \_\_\_\_\_ PFUs

**New Fixtures require Fox Metro W.R.D. approval**

**MECHANICAL CONTRACTOR INFORMATION**

City of Aurora Registration #: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Mechanical Work:  Yes  No

Mechanical Duct Work:  Existing  New

Type of HVAC:  RTU  Split System  Unit Heaters

A/C  Boiler  Exhaust

# of BTU's: \_\_\_\_\_

Fuel Gas Work:  Yes  No

Pipe Size: \_\_\_\_\_ in Pipe Material: \_\_\_\_\_