ACCESSORY STRUCTURES OVER 200 SQ. FT.
(DETACHED GARAGES, ETC.)
Village of Manhattan

CHECKLIST:
☐ Permit application completed
☐ Plat of survey – Marked accordingly (Distance from lot lines & house/structures)
☐ Detailed Project Drawing/Scope of Work
  • A scaled plan showing accurate dimensions of the building to be erected and an elevation drawing (or a photo copy of brochure) of what the building will look like with dimensions included. Include any electrical being installed.
☐ Estimate from Contractor – OR – If homeowner completing work, provide purchase receipt or list of materials being used.
  ☐ If homeowner completing electrical work, provide letter of intent.
☐ Contractor Registered with the Village?
☐ Is Homeowners Association Approval Required?
  ☐ Yes ☐ No ☐ Applied ☐ Not applied ☐ Attached Approval

TYPE OF PROJECT:
☐ Detached Garage ☐ Other ___________________________
Size (Length & Width):_______________________ Height:___________________________
Square Footage: ___________________________

PERMIT FEE:
Permit fee is paid when the permit application is submitted.

<table>
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<tr>
<th>Accessory Structure over 200 sq. ft.</th>
<th>Fee determined by multiplying total square feet of the improvement area by $0.47 with a minimum fee of $500.00</th>
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<tr>
<td>Calculate Your Fee</td>
<td>Total square footage _____________ X $0.47 = _____________ – OR – $500 min.</td>
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NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT WILL INCUR A PENALTY RESULTING IN THE COST OF THE PERMIT FEE TO DOUBLE.

PLAN REVIEW:
All accessory structures require a third-party plan review. The plans are reviewed by B&F Construction Code Company. Plan review questions may be directed to B&F Construction Code Company at (847) 428-7010.

REQUIRED CONTRACTOR INFORMATION:
Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Manhattan. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Department at (815) 418-2042 or from www.villageofmanhattan.org.
INSPECTIONS:

1. Pre-pour inspection (after the forms are erected but before pouring any concrete)
2. Rough building
3. Rough electrical, if applicable
4. Final electrical, if applicable
5. Final building

- Contact JULIE, INC at 1-800-892-0123. Contact two working days prior to digging to locate utilities.
- Please call (815) 418-2060 or email building@villageofmanhattan.org to schedule an inspection. Be prepared to give contact name, phone number, address, permit number, type of inspection as well as the date for the inspection to be scheduled.
- Please note that building & plumbing inspections need to be called in by 3:00 P.M. in order to be scheduled for the following business day. Electrical inspections need to be called in by 3:00 P.M. in order to be scheduled for that business day.
- Inspections are performed Monday through Friday.

MISCELLANEOUS INFORMATION:

- Depending on the property location, there are certain limitations to lot coverage area that include all improvements (house, accessory structures, paving, decks, etc.) on the property.
- No accessory building shall be constructed upon a lot until the construction of the principal building has commenced and **may not exceed 15 feet in height**.
- **The structure cannot be located within any easement.**
- The structure must be located 5 feet from all lot lines (side & rear) and **10 feet from the house**.
- The structure must be located **30 feet from lot line if it is a corner lot (street side)**.
- Other restrictions may also apply depending on subdivision and individual subdivision covenants.
- According to Village Code, construction noise resulting from the erection, demolition, alteration or repair may only occur between the hours of **7:00 A.M. and 9:00 P.M. Monday through Friday, and 8:00 A.M. and 9:00 P.M. Saturday and Sunday.**