



# Village of Mahomet Accessory Structure Permit Application



Return Completed Form to:  
Direct Line: (217) 586-4456 ext. 123, Fax: (217)586-5696  
Email: [comdev@mahomet-il.gov](mailto:comdev@mahomet-il.gov)

503 E. Main Street  
P.O. Box 259  
Mahomet, IL 61853

*(Please Complete All Applicable Information, Incomplete applications will not be accepted)*

## Owner Information:

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

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cellular: \_\_\_\_\_

Email Address: \_\_\_\_\_  
*(If any of the above information is missing or illegible it will cause a delay in the permit approval process)*

## Contractor Information:

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

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cellular: \_\_\_\_\_

Email Address: \_\_\_\_\_  
*(If any of the above information is missing or illegible it will cause a delay in the permit approval process)*

## Other Information:

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

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cellular: \_\_\_\_\_

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

## Property Information:

Address: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zoning: \_\_\_\_\_

Property Use:  Residential  Commercial  Industrial

## Proposed Project:

Gross Square Feet (GSF) – The sum of all areas of an enclosed building as measured from the outside faces of the exterior walls. Exclude any areas that the mean ceiling height is less than 6 foot and no walkable floor.

GSF x \$0.09 = Permit Fee \_\_\_\_\_ x  $\frac{\$0.14}{\text{Rate}}$  = \_\_\_\_\_

\$50.00 Minimum  
\$25 Patio if in Buildable Area of Lot  
\$75.00 Detached Deck

Value of the Project \$ \_\_\_\_\_

Project Description: \_\_\_\_\_

## Plan Requirements:

Site Plan **must** include the following:

- Layout of proposed project
- Distances to Lot lines, easement lines & setbacks.
- Distance to other structures on the property
  - You can obtain an aerial view of your property from the [Champaign County GIS Consortium website](#) or the [Tax Assessor website](#)

Building Plan **must** include the following:

- Attachment to the house if applicable.
- Show any electrical within the structure.
- Height of structure or elevation related to the ground.
- Type of structure (i.e. deck, patio, etc.)
- Foundation detail if applicable (i.e. concrete footers, pole barn construction, skids)

*(If any of the above information is missing or illegible it will cause a delay in the permit approval process)*

## Accessory Structures:

- Includes, but not limited to, pergola's, Decks, Patios, Pergola, & Porches. *(playsets do not need a permit but must still meet zoning requirements).*
- Setbacks for detached structures are no closer than 2' to side property line, and no closer than 5' to rear property line.
- Please be aware that easements will restrict the location of structures.

**Detached Decks:**

- A structure detached from the primary structure, used for recreation or access to a pool.
- According to the Village Ordinance, the balusters for a detached deck must maintain an 50% open area. Additional ordinances may apply.

**General Information:**

- Structures on a permanent foundation CANNOT be located in easements.
- Height, materials and other limitations may apply to the property by subdivision covenant. The property owner is responsible for compliance with subdivision covenants and for obtaining any property owner association approval and should submit written HOA approval with application.
- It is the responsibility of the contractor or property owner to locate property pins. All zoning setbacks must be adhered to. Property pins must be exposed for the stake out inspection.
- Permit fee must be paid in full at the time of application; failure to obtain a permit will result in a \$100 fine and the fee charge.
- Application must be approved, and permit *issued* by the Community Development Department prior to beginning construction. You will receive email confirmation for both, when the application is received and approved and instructions on how the permit will be issued.
- All work must be completed within 6 months from the permit issued date. Any incurred fines must be paid before final inspection.
- Required Inspections: Will be communicated on the approval email. Please contact the Community Development Department at least two business days prior to schedule an inspection. (Same day and next day requests may not be possible)
- Properties found to have zoning violations could result in delay in application review, approval or permit issuance.

**Other Details of Project/Notes to Inspector:**

**Disclaimer:**

Under Penalty of Intentional Misrepresentation and/or Perjury, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement(s) in compliance with all provisions of the applicable ordinances, rules and regulations of the Village of Mahomet. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit(s) herein applied for. I hereby grant the Village, its employees and agents the temporary right to enter the property subject to this permit throughout the duration of the permit to complete any inspections as necessary to confirm compliance with all applicable ordinances, rules and regulations of the Village. I hereby agree to hold the Village, its officers, employees, and agents harmless from all costs, damages, liabilities and attorney’s fees which may occur or be claimed to occur by reasons of any work performed under this permit. The Village does not inspect for Plumbing or Energy code compliance and deems these, and other applicable State laws and other Authorities Having Jurisdictions not inspected by the Village to be the responsibility of the builder.

As the permit applicant, I will abide by the approved permit and/or permits and will make every effort to resolve any conflicts through appropriate communications. Furthermore, I understand that the Village of Mahomet, its officials, employees, and agents will not be responsible for any property left unattended and that I am responsible for reporting incidents of vandalism or illegal activity by calling 911. I understand that lack of meeting all requirements may result in the denial of the proposed permit or future permits. In the event that information provided on this form changes, or the permit is withdrawn, I will inform the Village of Mahomet, in writing.

By submitting and signing this document, I agree to the terms and conditions set forth by the Village of Mahomet in obtaining this building permit.

Applicant Signature: \_\_\_\_\_ Print or Type Name: \_\_\_\_\_

If you have any questions regarding the application or application process, please call the Village of Mahomet at (217) 586-4456 ext. 123. Thank you for taking the time to complete this application. We look forward to working with you.

*Do not write below this line - Official Use Only*

Date of Application: \_\_\_\_\_

Permit Number: \_\_\_\_\_