GARAGE CHECKLIST

Submittal Documents:
- Building Permit Application (online using Citizens Portal)
- Electrical Worksheet (upload)
  - Mechanical, Plumbing Worksheets required if part of the scope of work.
- Garage Application Form or Construction Drawings (upload)
  - Detached garages with multiple stories, habitable space or non-typical design will require architecturally designed construction drawings.
  - A copy of the Plat of Survey reflecting current conditions to include property dimensions, location of existing buildings and proposed detached garage location. Provide detached garage dimensions, setbacks and distance between other buildings (upload).
  - Copy of signed contract with construction cost (upload)
- A Tree Preservation Plan and Drawing

If project includes new or replacement apron/sidewalk located in the public right of way, a Right of Way (ROW) permit is also required.

If project includes demolition of an existing detached garage, a separate Demolition permit is required. Submit a building permit application with a copy of the Cook County Environmental & Sustainability Demolition permit. Include cubic footage of the structure on the application. Permit fee is $50 plus $5 per 1,000 cubic square feet.

Approvals:
- Architectural
- Zoning
- Civil
- Preservation (if applicable)

Fees:
- Based on Construction Valuation; Electrical Worksheet
- Inspections: $90 (Structural, Electric)
  - If project includes mechanical or plumbing work, additional inspection fees will be assessed.

Inspections:
Inspections are scheduled through 311 (847 448-4311 if outside Evanston).
Provide address, permit number and contact information
- Rough Structural – concrete footing/slab prior to pour
- Underground Electric – after pipe installation but prior to cover – can be done with final electric inspection by leaving three locations open to verify installation depth
- Rough Structural – frame prior to cover (i.e. housewrap; siding)
- Final Electric – prior to cover (i.e. drywall; pegboard)
- Final Structural

6/6/2024