



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

APPLICATION INFORMATION: SHED OR COOP

APPLICATION REQUIREMENTS

The following items must be submitted when applying for a shed or coop permit:

- A. A completed and signed building permit application form.
- B. Detailed construction plans for the shed or coop, or manufacture's specifications for a pre-manufactured structure. The proposed foundation design, if any, must also be indicated.
- C. A copy of the legal plat of survey for the subject property with the following information:
 - a. The outline of the shed or coop drawn to scale.
 - b. The distance from the structure to the property lines.
 - c. Show the location of any above-ground electrical equipment. The shed or coop must be constructed at least 10 feet from the equipment.
 - d. If there is to be any excavation, all underground utilities in the proximity of the work must be shown. The location of the electric meter on the house must also be shown.*
- D. A copy of an aerial photograph showing the location of the neighboring houses. (**Coops only.**) This aerial exhibit must show that a chicken coop is located a minimum of 30 feet from any neighboring house
- E. Any structure installed for the purposes of housing fowl or other livestock must conform to the requirements of the Naperville Municipal Code 10-4-6. Including, but not limited to, the following:
 - a. Fowl shall be kept within an enclosure which is sufficient in size and strength to confine the animals
 - b. The maximum number of fowl is 8, no roosters are allowed
 - c. No fowl shall be located within 30' of any neighboring residence
 - d. All feed shall be kept in containers which are rodent-proof
 - e. The enclosure housing the fowl must be fully-enclosed. If it is not fully-enclosed, then screening is required to a height of 6'. Screening can be fencing or walls 6' in height, landscaping of at least 75% opacity and shall be located either along the perimeter of the lot where the fowl enclosure is located or around the perimeter of the enclosure itself.

**For assistance in finding underground utility locations, contact J.U.L.I.E. at 1-800-892-0123. Be sure to allow 48 hours for service. Remember that the spray-painted utility lines must remain visible for a future inspection.*

APPLICATION REVIEW AND APPROVAL

All construction drawings must be legible and complete. **The items listed in “Application Requirements” must be included as part of your application. Omission of any of these items will delay the approval of your application for permit.** The applicant will be notified when the permit has been approved.

Every building permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The permit is to be displayed in the window nearest to the front door for the duration of the construction and inspection process. After the construction is complete, please remove the building permit from the window and retain it for your personal homeowner’s records.

A separate permit must be obtained if there are to be any electrical or plumbing fixtures in the shed or coop.

INSPECTIONS

One final inspection is required upon completion of the work. It is the applicant’s responsibility to request the inspection.

Inspections are scheduled by calling 630/420-6100 Option 1 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. **(Closed 1-2 pm daily)** Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 72 hours when scheduling an inspection. Shed and coop inspections are not scheduled at a set hour but will take place on the requested day. Inspections are conducted between 8 a.m. and 3 p.m. Monday through Friday.

FEES

See Building Permit Fee Schedule.

CONTACT INFORMATION

Inspection Dispatch

Monday-Friday, 8 am to 4 pm **(Closed daily 1 pm-2 pm)**
630/420-6100 Option 1

Building Permits

Monday-Friday, 8 am to 5 pm **(Closed daily 1 pm-2 pm)**
630/420-6100 Option 2

*******APPROVED PLANS MUST BE KEPT ON SITE*******

10-4-6: - FOWL AND LIVESTOCK:

1. Housing: All fowl and livestock shall be kept within a pen, coop, building or other enclosure sufficient in size and strength to confine such animals to the owner's property, except that livestock may be tethered securely to a fixed object outside the enclosure, but only if the animal is so confined to the owner's property. A permit shall be obtained from the City of Naperville prior to the construction, addition, or modification of any pen, coop, building or other enclosure used for the purposes of housing fowl or livestock.
2. Zoning: Fowl and livestock may be kept in any area in the City except as otherwise provided by this Chapter or the City's Zoning Ordinance.
3. Restrictions:
 - 3.1. A maximum of eight (8) fowl shall be permitted on any property. Roosters shall be prohibited.
 - 3.2. No livestock shall be kept, housed, maintained, or pastured within a distance of two hundred (200) feet of any occupied residence other than that of the owner.
 - 3.3. No pen, coop, building or other enclosure used for the purpose of housing fowl (with the exception of homing pigeons) shall be erected or maintained within thirty (30) feet of any occupied residence other than that of the owner.
 - 3.4. Every person maintaining a pen, coop, building, yard or enclosure for fowl or livestock shall keep such area clean and sanitary at all times. Any dirt or refuse resulting from the fowl or livestock shall be disposed in a clean and sanitary fashion.
 - 3.5. All feed for fowl or livestock shall be kept in containers that are rodent-proof until put out for consumption by fowl or livestock.
 - 3.6. Any pen, coop, or other structure used for the purpose of housing fowl that is not fully-enclosed shall be screened to a height of six (6) feet. Said screening shall be comprised of fences or walls six (6) feet in height, landscaping of at least seventy-five percent (75%) opacity, such as non-deciduous plantings, or equivalent screening and shall be located either along the perimeter of the lot where the pen, coop, building or other enclosure used for the purpose of housing fowl is located, or around the perimeter of the pen, coop, or enclosure itself.

(Ord. No. 12-013, § 2, 2-7-2012)

PERMIT # _____



**CITY OF NAPERVILLE
TRANSPORTATION, ENGINEERING & DEVELOPMENT (T.E.D.) BUSINESS
GROUP**

BUILDING PERMIT APPLICATION

OWNER _____

PROJECT ADDRESS _____

SUBDIVISION _____

UNIT # _____ LOT # _____

PHONE _____ ZIP _____

E-MAIL ADDRESS _____

DESCRIBE THE PROPOSED CONSTRUCTION:

ESTIMATED COST OF WORK \$ _____

ELECTRIC SERVICE UPGRADE:

ELECTRIC SERVICE RELOCATION:

WATER SERVICE UPGRADE :

DIMENSIONS OF BUILDING:

HEIGHT _____ WIDTH _____ LENGTH _____

NUMBER OF STORIES _____

NUMBER OF UNITS _____

SQ. FT. OF STURCTURE _____

ZONING _____

TYPE OF HEAT: GAS _____ **ELECTRIC** _____

AIR CONDITIONER _____ **TONS** _____

APPLICANT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

E-MAIL ADDRESS _____

PROJECT CONTACT _____

PHONE _____

FAX _____

E-MAIL ADDRESS _____

ARCHITECT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

GENERAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ FAX _____

E-MAIL ADDRESS _____

ROOFING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

ST REG # _____

ELECTRICAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

NAP REG # _____

PLUMBING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

NAP REG # _____

ST LIC # _____

SEWER/WATER CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

ST LIC # _____

OWNER CONFIRMATION:

I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE.
Initial here: _____

I understand that this project may be subject to road impact fees for DuPage County or Will County in Illinois. I further understand that the DuPage county fee (if applicable) must be paid and the receipt for same submitted prior to the issuance of a full building permit. All other impact fees must be paid prior to the issuance of any type of occupancy permit. Initial here: _____

I understand that interior inspections may be needed to verify the work being done. As the OWNER, I agree to arrange for all necessary interior inspections, or to authorize my contractor to arrange for all necessary inspections.
Initial here: _____

As the OWNER of the property, I understand that this permit belongs to me, and may be updated by me or my authorized agent as needed. Initial here: _____

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

SIGNATURE OF OWNER _____

DATE _____

****No permit can be issued until the owner of the property has signed the application and initialed the information above.**

SIGNATURE OF APPLICANT _____

DATE _____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



CITY OF NAPERVILLE
Transportation, Engineering & Development (T.E.D.) Business Group

CONSTRUCTION SITE SAFETY DIRECTIVE
Effective Date: January 3, 2000
Attention: Builders, Contractors, Architects, & Developers

The City of Naperville is concerned about the safety of construction workers, city inspectors, and the general public. The Police and Fire Department frequently respond to calls at construction sites to aid persons injured as the result of an accident. It is everyone's responsibility to insure that construction sites are safe for everyone involved in the construction phase of a project or development. Therefore, in an effort to promote safety at construction sites, effective January 3, 2000, the following requirements must be met in order for the City to conduct an inspection:

1. The building address (not lot number) must be displayed, including suite numbers, if applicable. This includes a sign in front of the structure while foundation work is in progress and numbers on the front of the structure. Numbers must be at least 5 1-2 inches in height and visible from the street.
2. A gravel access path, at least 3 feet wide and clear of debris, water and snow, is required from the street to the structure.
3. Manufactured ladders (minimum type 1) rated for 250 pounds and secured in place must be present on the site. Site-built ladders, constructed in accordance with OSHA/ANSI standards,* are acceptable.
4. Cleated ramps shall be constructed to OSHA/ANSI standards,* elevated to a **maximum** of 3 feet, and secured in place.
5. Railings (36 inches in height) constructed at OSHA/ANSI standards* are required on elevated platforms, stair openings, and lofts.
6. Temporary stairs, constructed in accordance with OSHA/ANSI standards*, must be secured at the top and bottom and have intermediate support rails every 6 feet.
7. The inside of structures must be free of debris, standing water, ice, mud and human waste.
8. Construction debris must be in a dumpster or other four-sided container with a floor.
9. Access to excavations must comply with OSHA/ANSI standards.

***Copies of OSHA and ANSI standards are available for review in T.E.D (Transportation, Engineering & Development Business Group). OSHA can be contacted at 630-896-8700, and ANSI can be contacted at 212-642-4900.**

The above list details the minimum on-site safety requirements that went into effect on January 3, 2000. Upon arrival at a job site, building inspectors will confirm that the minimum requirements have been met before they will conduct an inspection. If all requirements have not been met, the inspector will issue a STOP WORK ORDER that will remain in effect until the construction site is brought into full compliance with the City's safety requirements.