

Registration Form
Freestanding Gazebo or Screen Room

This registration form should be used only for freestanding gazebos or screen rooms. In all cases, the requirements listed on page 2 will apply. This process is designed to maximize customer convenience. However, the customer always has the right to seek a permit and a follow-up inspection. Lake County reserves the right to inspect any construction performed whether permitted or registered.

You may apply for registrations online through at the website: WWW.LAKECOUNTYIL.GOV/PERMIT. Registrations can also be applied for in person at the Central Permit Facility. **Please attach a site plan showing structure location with measurements from other buildings and property lines and a sketch with structure dimensions including height, to your registration form.** These documents and a non-refundable registration fee must be submitted to the Central Permit Facility in order to register your project. A fee schedule can be found at lakecountyil.gov/3678/Fee-Schedule. **CONSTRUCTION CANNOT BEGIN UNTIL YOU RECEIVE CONFIRMATION FROM THIS OFFICE THAT YOUR REGISTRATION IS COMPLETE.**

(Please complete the information below and sign, see reverse for conditions)

PIN: _____ Address of Property: _____

Owner Address (if different from above): _____

Owner Name: _____ Owner Phone Number: _____

Owner Fax Number: _____ Email: _____

Structure Location (a survey showing location is required as part of this application):

Structure Size: _____ Cost of Project: _____

I/WE hereby acknowledge having read and understood the requirements specified on page 2. I/WE hereby agree to comply with these requirements, and understand that failure to comply may result in an enforcement action by the County. This acknowledgement is binding on MY/OUR successors and assigns.

Owner/Authorized Agent Name (PRINT): _____

Owner/Authorized Agent Signature (SIGN): _____ Date: _____

OFFICE USE ONLY:

- Floodplain
 Floodway
 Wetland
 30' from Water's Edge
 Drainage Easement
 Utility Easement
 Recorded Access Easement
 Deed Restricted Open Space

Application #: _____ Completed By: _____ Date: _____

Paid By: Cash Check #: _____ Credit Card #: _____

Comments: _____

REQUIREMENTS

ZONING:

- The proposed structure cannot be larger than 200 square feet.
- The structure must be a minimum of 6 feet from all rear and side property lines, a minimum of 30 feet from water's edge, a minimum of 30 feet from the front property lines and a minimum of 4 feet from all other structures.
- The structure cannot contain any electrical work.
- The structure cannot contain any glass or other type of glazing
- If the property is served by a water well and/or a septic system, the site plan must indicate the location of the water well and septic system (tanks and field).

LOCATION:

- Freestanding gazebos or screen rooms are prohibited within:
 - Floodways
 - Wetlands
 - Drainage Easements
 - Utility Easements
 - Deed Restricted Open Space
 - Recorded Access Easements
 - Unbuilt Rights-of-Way
- If a structure is located within a floodplain, it will need to be anchored appropriately and constructed with flood proof material.

PERMITS:

- **A permit shall be required if the property has a red tag.**