



**LakeCounty**  
 Central Permit Facility  
 500 W. Winchester Road Unit #101  
 Libertyville, IL 60048-1331  
 PHONE: (847) 377-2600  
 FAX: (847) 984-5854

**Registration Form**  
**Free-standing Pergola Less than 200 Square Feet**

This registration form should be used only for new free-standing pergolas less than 200 square feet. 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](http://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](http://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:** \_\_\_\_\_

**Pergola Location (a plat showing the location of the proposed pergola is required):**  
 \_\_\_\_\_

**Pergola 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:**

- Pergola size must be less 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 glass or any other type of glazing.
- The structure cannot contain any electrical work.
- 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:**

- Free standing pergolas 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.**