



Village of Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

Gazebo Supplement

Email: permit@mountprospect.org

PERMIT SUBMITTAL REQUIREMENTS - ONLINE OR IN PERSON:

Gazebos must be reviewed to verify code compliance. This takes 10 business days.

- ☐ **APPLY ONLINE** go to www.mountprospect.org/permits upload the documents listed below
- ☐ **APPLYING IN PERSON** bring our Building Permit Application completed & signed by contractor and homeowner plus
- ☐ Copy of the Plat of Survey with the location of the gazebo indicated. Include distance from property lines & house. Must also include L x W x H of the gazebo.
- ☐ Copy of the signed Estimate between contractor and property owner. IF owner doing all the work, then include a detailed scope of work.
- ☐ Set of plans/installation instructions. Must include detailed material list, if building without kit need detailed hand drawing of how this will be constructed.
- ☐ Indicate if the gazebo is attached to the house or not. IF attached show how that will be done.

GAZEBO REGULATIONS (Section 14.306 Chapter 14)

- The following provides examples of gazebos. See Chapter 14 of the Village Code for specific regulations.
- **GAZEBO:** A freestanding roofed structure that is at least twenty five percent (25%) open sided and is designed for recreational use.
- **SIZE AND HEIGHT**
 - Maximum allowable size is 200 square feet and shall not exceed fifteen feet (15') in height.
 - **EXCEPTION:** If a gazebo is attached directly to an accessory structure (e.g. garage), it is considered part of the accessory structure and the accessory structure bulk requirements shall apply.
- **LOCATION AND SETBACKS**
 - A detached gazebo shall be located no closer to the principal structure than three feet (3').
 - **On lots fifty-five feet (55') in width or less**, detached gazebos shall be set back three feet (3') from any interior side or rear lot line.
 - **On lots greater in width than fifty-five feet (55')**, detached gazebos shall be set back five feet (5') from any interior side or rear lot line.
 - **EXCEPTION: If a gazebo is attached directly to the house**, it is considered part of the principal structure and the setbacks for the property's zoning district shall apply.
- **ROOF PITCH:** No accessory structure shall have a roof pitch of less than three to twelve (3:12).
- The maximum number of accessory structures, which includes gazebos, shall not exceed two (2) such structures per zoning lot. (Swimming pools are exempt from the total number of accessory structures).



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REQUIRED INSPECTIONS [Not in all-inclusive list]

- ☐ Pre-pour footing or pier
- ☐ Final Inspection

Detached Gazebo Example



Attached Gazebo Example

