City of St. Charles
Parking and Loading Construction Guide

Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
630.443.4638 (Fax)
http://www.stcharlesil.gov

Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406

A building permit is required prior to any construction or alteration to a parking lot. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- Both applications are to be filled out and submitted to the Building & Code Enforcement Department. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Submit four (4) copies of the plat of survey showing location of all existing and proposed buildings and structures, utilities, grading, and easements. Please include existing and proposed parking and/or loading facilities, showing paved areas, curbing, access drives, setbacks and yards areas, adjoining streets.
- Submit four (4) copies of plans showing the full details on the landscaping for the parking lot.
- Submit details on the stripping and sign details for the parking lot.
- Submit details on the lighting system and heights of light poles for the parking lot.
- Our goal is to complete the review of your building permit within 10 working days.
- If overall disturbance is more than 5,000 square feet, a Storm Water Permit is required. If there are questions on this Storm Water Permit, contact Development Engineering at 630/443-3677.

Application – Permit Fees: **Payment is to be made in the form of check, cash or money order.**

⇒ A filing fee is to be paid at time of submission of application and plans.

- Grind and overlay existing pavement
  - A submittal fee of **$100.00 (to be paid at time of submittal)**
- Replace with new or rebuild existing
  - A submittal fee of **$180.00 (to be paid at time of submittal)**

⇒ **Re-inspection fee**. During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;

- $65.00 per Building & Code Enforcement Department re-inspection for all types of inspections during construction (excluding finals)
- $85.00 per re-inspection for all residential final inspections.

General Comments:

✳ The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.

✳ A minimum of 24-hour notice is required when scheduling any inspection.

Inspections:

The following is a list of inspections, which might be required for your project.

- Electric
- ROW
- Landscape final
- Final on entire project

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2008 Nat'l Electrical Code w/revisions
- 2009 Int'l Fire Prevention Code w/revisions
- St. Charles Engineering and Inspection Policy Manual
- Illinois Accessibility Code

Property Owner – Contractor Responsibilities:

✓ It is the responsibility of the property owner/contractor to schedule with the Building & Code Enforcement Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.

✓ Inspections shall be called a minimum of 24 hours before they become due.

03.01.2015

CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984

Building& Code Enforcement Division Phone: (630) 377-4406 FAX (630) 443-4638

Application for Parking and Loading Construction Permit

Application date: _____ **Parcel #**_____**Permit No.:** _____

PLEASE PRINT ALL INFORMATION

Note: A permit is required for construction, alteration or addition for any off-street parking lot containing five or more parking spaces. A permit is required for any loading facility. A permit is not required for ordinary maintenance such as patching, sealing, or placement of new surface pavement over previously paved areas.

I _____ **do hereby apply for a permit for the following described work located**

at _____**Estimated Cost.** _____

Description of proposed work: _____

Name of Business where this work is being conducted:_____

Please provide 4 copies of the plat of survey including the following:

- ○ Plan to scale and fully dimensioned
- ○ Existing and proposed buildings and structures
- ○ Utilities, grading and elevations
- ○ Existing and proposed parking and/or loading facilities; show paved areas, curbing, access drives, setbacks and yard areas, adjoining streets
- ○ Existing and proposed landscaping to comply with Section 17.26 Landscaping
- ○ Storm Water Permit – If applicable
- ○ Submittal fee ($100.00 or $180.00) payment is to be by cash or check payable to the City of St. Charles

Owner of Property:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

General Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Paving Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Concrete Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

PLEASE PRINT ALL INFORMATION

Landscape Contractor:

Name: _____

Address: _____

City/State/Zip Code:_____

Phone: _____

Electrical Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Phone:_____

I, the undersigned, certify that if a permit is issued to me I will comply with all provisions of the zoning, building, plumbing, electric, and other applicable ordinances of the City of St. Charles and will perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provisions therein and in signing this application do willingly become responsible for all work done under the permit by all contractors, tradesmen, craftsmen, laborers, and workmen, and shall call for inspections required a minimum of 24 hours before they become due.

PRINT NAME: _____SIGNATURE: _____

REPORT OF BUILDING OFFICIAL

Remarks: _____

_____

Accepted: _____ **Denied:** _____ **Date:** _____

Signed: _____

For Office Use

Received:_____

Fee Paid $_____

Receipt #_____

Check #_____