City of St. Charles
Attached Garage

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 of an attached garage. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

⇒ An application is 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.

⇒ Two (2) **sets of drawings** showing the construction of the garage are to be submitted with the application.

⇒ Two (2) **copies of the plat of survey** showing the location of the detached garage and the measurements to all of the lot lines and from the main principal building are to be submitted with the application. On the plat of survey, the location of the electric meter on the house is to be indicated. Please also indicate on the plat of survey how the electric comes into the building.

⇒ Attached garage **setback** is per the particular zoning of the lot.

⇒ Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees: **All payments are to be made in check, cash or money order.**

⇒ A filing fee is to be paid at time of submission of application and plans.
A fee of **$165.00 (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.

⇒ **Temporary certificate of occupancies**. $85.00 is due prior to issuance of a temporary certificate of occupancy for residential.

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 Residential Code w/revisions
- 2009 Int'l Fuel Gas Code w/revisions

Inspections:

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

- Footing
- Floor
- Underground Electric
- Frame
- Rough Electric
- Final
- **Any other required inspections specific to your project will be listed on the Permit Conditions sheet attached to the plans and permit.**

Consultation Meetings:

The Building and Code Enforcement Division offers a consultation meeting where you will meet with City staff and discuss any questions or issues on your construction project. The meeting may be for a proposed project or a project that is currently under construction and can be held at the site location or in our office. To schedule this meeting, please contact our office at 630.377.4406.

General Comments:

1. Compliance with the above-indicated codes, ordinances, and inspections is required.
2. The plan review and stamped Field Copy of the plans are to be on the job site.
3. 24-hour notice is required for scheduling of any inspections.
4. All accessible electrical branch circuit outlets shall be GFI protected.
5. Any portion of the garage wall and/or ceiling that abuts habitable space shall have 5/8-fire code drywall and fire tape all seams.
6. A one-hour rated solid cord door w/self-closing hinges are to be installed between the garage and dwelling space.
7. Footing/foundation has to be pinned to the existing foundation of the house.
8. Four (4") inch gas curbing is required in the garage.
9. It is the responsibility of the owner/contractor to provide all sub-contractors with copies of all review comments and the required inspections.

Homeowner – Contractor Responsibilities:

✓ It is the responsibility of the homeowner/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.

✓ No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.

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

✓ Call J.U.I.L.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800-892-0123)**

- Electric Utilities Red
- Comcast (Cable) Orange
- Northern Illinois Gas (NICOR) Yellow
- Sewer Utilities Green
- Telephone Utilities Orange
- Water Utilities Blue

Dig number_____ **Date notified**_____

CITY OF ST CHARLES
Application for Attached Garage

DEPARTMENT: BUILDING & CODE ENFORCEMENT PHONE: 630.377-4406 FAX 630.443-4638

Application Date: _____ **Parcel No.** _____ **Permit No.** _____

PLEASE PRINT ALL INFORMATION

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

located at _____ Estimated Cost:_____

Square footage of attached garage:_____Description of proposed work: _____

Check List for Submittal of Application:

- ❒ Is your property located in the Historic Preservation District? Yes/No If yes, your application will need to be approved by the Historic Preservation Committee.
- ❒ Is your property located in the RT District?
- ❒ Building Permit Application – Completely Filled Out.
- ❒ Two-2 Copies of Plat Of Survey – Show yard setbacks to all of your lot lines.
- ❒ Two-2 sets of drawings that show all interior and exterior construction details.
- ❒ If any roofing is being conducted by anyone other than the owner we need the Roofing Contractor's Illinois State License Number and the expiration date of their License.
- ❒ If any work is being conducted in the City right-of-way or street, please include all documents..
- ❒ Submittal fee of $165.00 – payment is to be by cash or check payable to the City of St. Charles.

Owner of the Property:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Applicant:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

General Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

Concrete Contractor

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall 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 provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Accepted: _____ **Rejected:** _____ **Date:** _____

Signed:_____

For Office Use

Received _____

Fee Paid $_____

Check #_____