City of St. Charles
Deck – Gazebo - Pergola

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 and 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 a deck or gazebo. 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 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 details of the deck, gazebo, or pergola are to be submitted with the application. (Please see the attached example)
- Two (2) copies of the plat of survey showing the location of the deck or gazebo and showing the location the electric service line running into the house. A gazebo must maintain a 10-foot setback from the wall of the principal building. (Please see the attached example)
- Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees: (All payments are to be made either in the form of cash, check, or money order):

⇒ A filing fee is to be paid at time of submission of application and plans.
A fee of **$75.00 (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 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**. $80.00 is due prior to issuance of a temporary certificate of occupancy for residential.

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.

Inspections:

The following is a list of inspections, which might be required for your project and the amount of time for these inspections.

- Postholes — Approximately 1/2 hour
- Frame — Approximately 1/2 hour
- Final — Approximately 1/2 hour

Overtime Inspections:

The Building Commissioner or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

Inspections - Clarification and Details:

The following are general guidelines and details on the types of inspections that might possibly be required for your project: For further clarification please call our office and speak with one of our Building Inspectors.

→ Field approved plans are to be at the property and the address is to be posted.

→ Decks, gazebos, or pergolas cannot be placed over electric services without prior approval from the City of St. Charles Electric Department.

→ Decks, gazebos, or pergolas are not allowed to be constructed over basement escape windows.

Postholes:

× We check for the proper location of the postholes as per the approved plans.

× We check to ensure that the postholes are 10-inches in diameter and 42-inches in depth from the finished grade.

× We check for proper setbacks. Decks, gazebos, or pergolas are not allowed in an easement and must be setback a minimum of 3-feet from the interior and rear lot lines. Gazebos must maintain a 10-foot setback from the wall of the principal building.

× **The postholes are to be inspected prior to anything being filled into the postholes**

Framing:

- We check that all deck material is treated or approved for the application.
- The fasteners are required to be galvanized or stainless.
- We check to confirm that the joists are properly sized and spaced.
- We check the span of the joist.
- We check to ensure that proper flashing is at the ledger board.
- Any cantilevering of the deck cannot exceed twenty-four (24) inches.
- All posts are to be anchored at the postholes.
- Per the St. Charles specifications, all bolts are to be installed through the beams.
- **The framing is to be inspected prior to decking material being installed.**

Final:

⇒ We check to make sure that the deck, gazebo, or pergola piers are above grade so that the wood is not exposed to the dirt and will not rot.

⇒ The stair stringers are to land on a concrete pad or pavers to prevent any rotting of the wood.

→ Stairs are to be built with the same rise or within 3/8-inch maximum difference on the complete rise run.

→ Stair width is to be no less than 36-inches.

- → Stair tread or steps are to be a minimum of 10-inches.
- → Stair rise is to be 7-3/4-inch maximum.

⇒ Stair handrails are required when there are four-4 or more risers.
- → The handrails are to be mounted between 34-inches to 38-inches and they will be measured vertically from the tread nose.
- → The returns at the end of the handrails are to end into the top and bottom post.
- → Handrails are to have a diameter of 1-1/4 inch to 2-inches.

⇒ It is required to have a 1-1/2 inch clear open gap around the handrail so that the hands can grasp the railing.

⇒ Guardrails are required when a walking surface is above 30-inches from the finished grade. Guardrail height of 36-inches minimum is required from the deck surface and must be able to withstand a weight of 200 pounds that is imposed from any direction.

⇒ All spindles in the stairs and guards are required to have a maximum opening less than 4-inches. The triangle at the bottom between the steps and the bottom of the guardrail shall not allow a 6-inch ball to fit through the opening.

⇒ Guards on open side of stairs shall not have opening more than 4 3/8-inch.

⇒ If electric service pass over the deck, a 10-foot clearance must be maintained to keep the electric away from all walking surfaces.

⇒ . **The final is to be inspected after completion of the deck.**

Building Codes:

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

- St. Charles Municipal Code
- 2014 Nat'l Electrical Code w/revisions
- 2015 Int'l Residential Code/revisions
- Fire Prevention Codes

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.

✳ Postholes are to be ten-inches (10") in diameter and forty-two inches (42") in depth.

✳ Wolmanized or weather treated wood is to be used.

✳ Galvanized nails are to be used.

✳ One half (1/2") inch lag bolts into ledger board maximum two feet zero inch (2' 0") on center and hanger joists from ledger.

✳ Guardrails are required when a floor surface is located thirty (30") inches (762 mm) above finished grade and not less than thirty-six (36") inches (914 mm) vertically from the finished floor.

✳ Handrails are required on open sides of stairs when there are 4 or more risers.

✳ For handrail the ends shall be returned or shall terminate in newel posts or safety terminals.

✳ Handrail grip size. The handgrip portion of handrails shall have a circular cross section of 1-1/4 inches (32mm) minimum to 2-inches (67 mm) maximum.

✳ The riser on the steps shall be no greater than 7-3/4 inches with the greatest riser height not to exceed the smallest by more than 3/8 inch and the tread to be no less than ten (10") inches.

✳ Deck beam shall be done as indicated in diagram A or B, which are located in the Informational Deck Packet.

✳ Balusters or pickets shall be placed less than four (4") inch maximum opening between.

✳ Per the National Electrical Code no deck shall be placed over the electric service coming into the house. The deck, gazebo, or pergolas are not to be over the meters.

✳ Decks, gazebos, and pergolas are not allowed in as easement.
✳ Gazebos must maintain a 10-foot setback from the wall of the principal building.

Homeowner – Contractor Responsibilities:

✓ It is the responsibility of the homeowner/contractor to schedule with the Building 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.

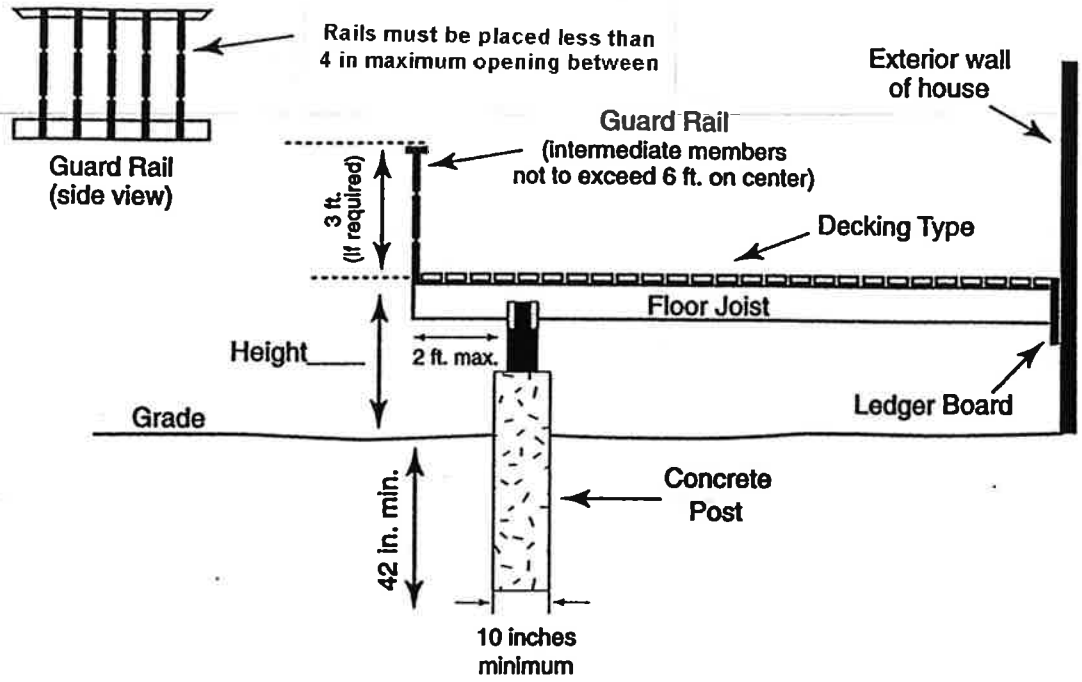
✓ Call J.U.L.I.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**

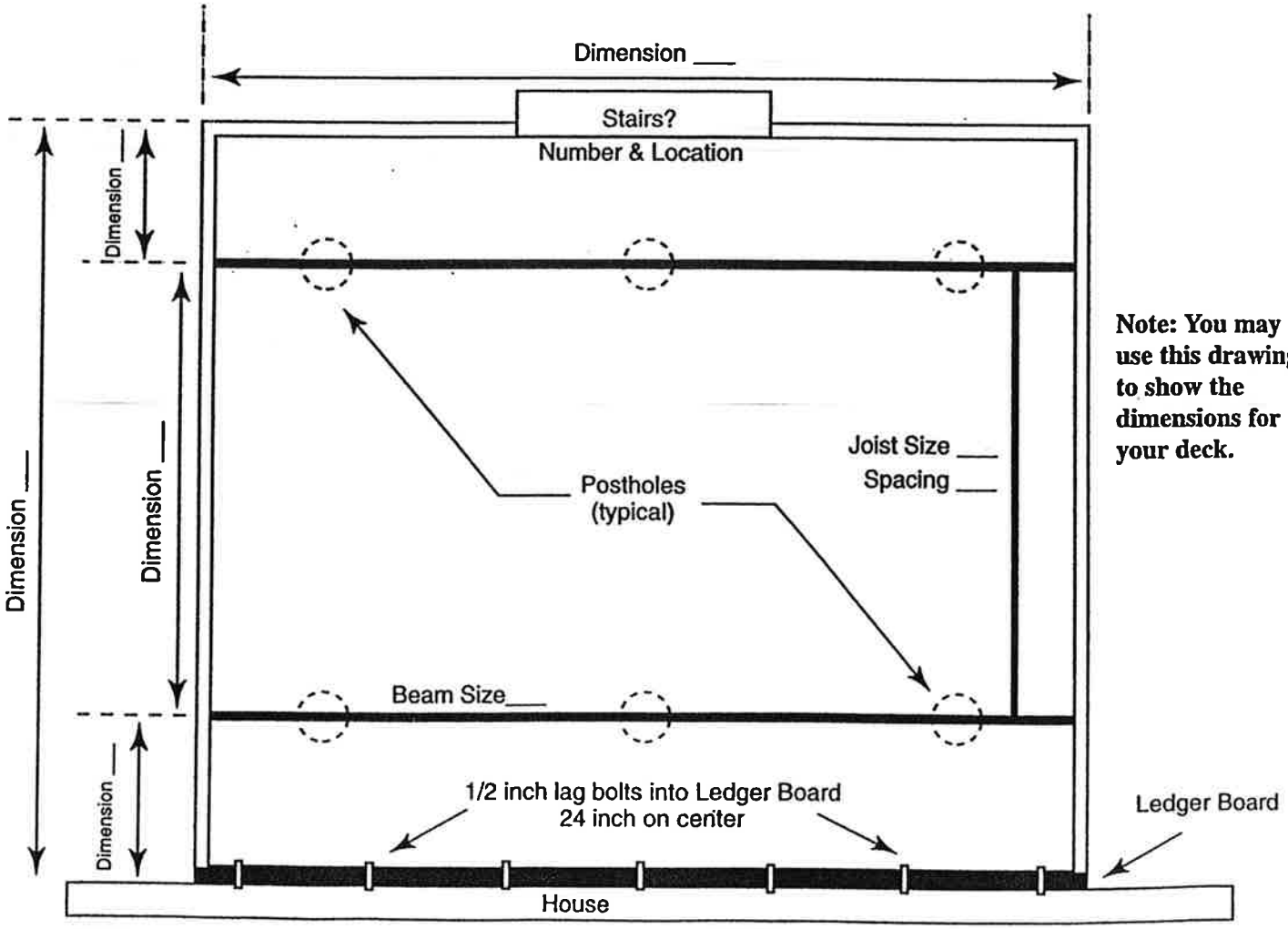
- Electric Utilities — Red
- Comcast (Cable) — Orange
- Northern Illinois Gas (NICOR) — Yellow
- Sewer Utilities — Green
- Telephone Utilities — Orange
- Water Utilities — Blue

Dig number_____ **Date notified**_____

05.16.2016

Sample A
Construction Details



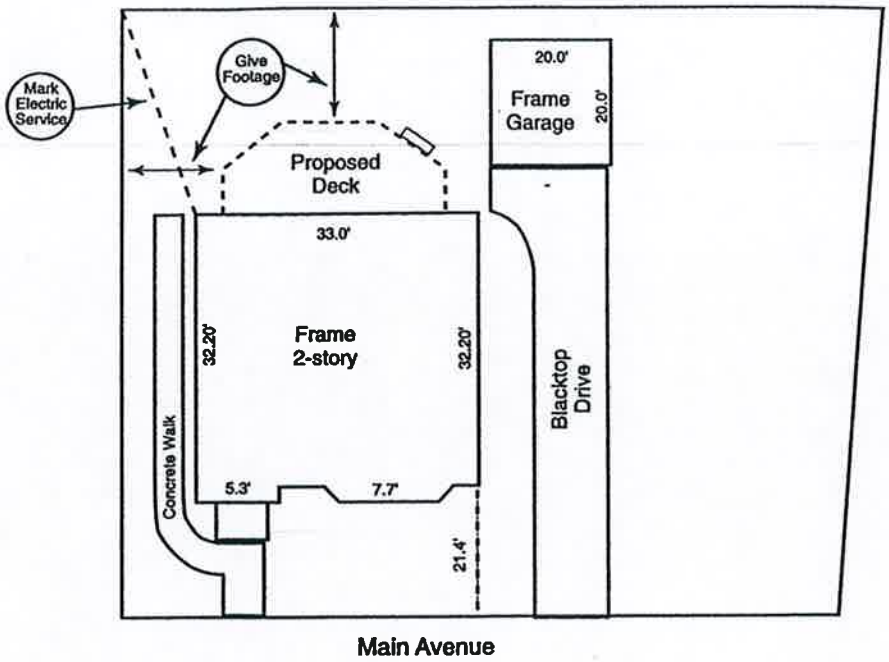


Note: You may use this drawing to show the dimensions for your deck.

Sample B
Plat of Survey

Your plat of survey showing location of proposed deck, public utility easements, if any, and below-grade electric service, if applicable.

Also provide footage from proposed deck to lot lines.



STATE OF ILLINOIS
COUNTY OF KANE SS

I hereby do certify that I have surveyed the described Property and that the plat hereon drawn correctly represents said survey.

Design Factor For Decks

40 Pound Live Load per Western Lumber Span
Spruce Pine Fir No. 2

1.	Center to Center		Maximum Span
	2x6	12 inch	9 ft. 6 in.
		16 inch	8 ft. 7 in.
		24 inch	7 ft. 6 in.
2.	Center to Center		Maximum Span
	2x8	12 inch	12 ft. 6 in.
		16 inch	11 ft. 4 in.
		24 inch	9 ft. 6 in.
3.	Center to Center		Maximum Span
	2x10	12 inch	15 ft. 11 in.
		16 inch	14 ft. 3 in.
		24 inch	11 ft. 8 in.
4.	Center to Center		Maximum Span
	2x12	12 inch	19 ft. 1 in.
		16 inch	16 ft. 6 in.
		24 inch	13 ft. 6 in.

Deck Beam Construction

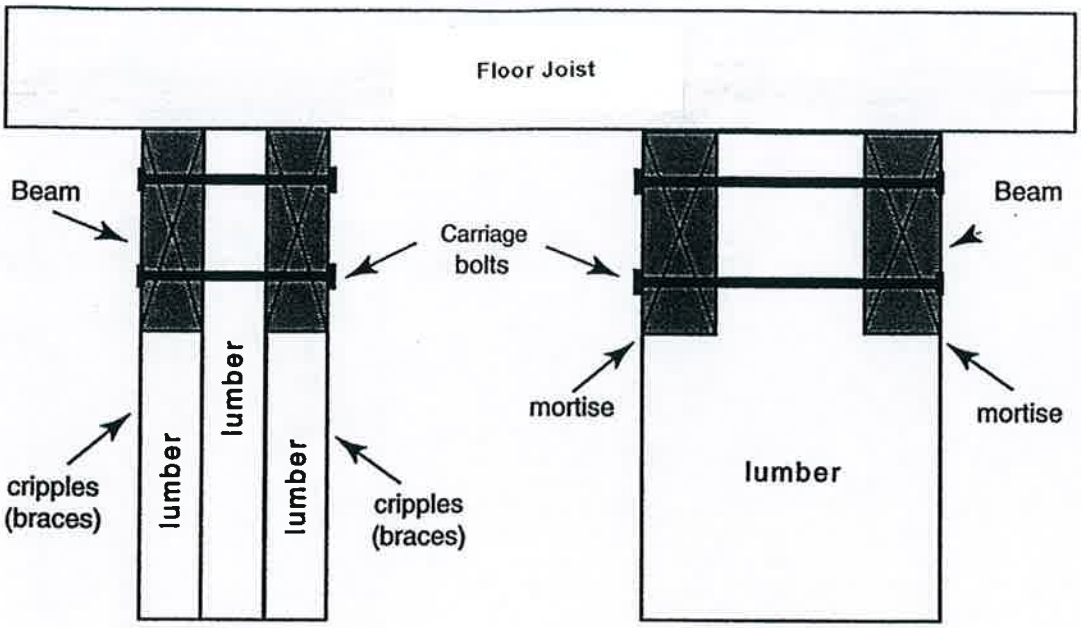
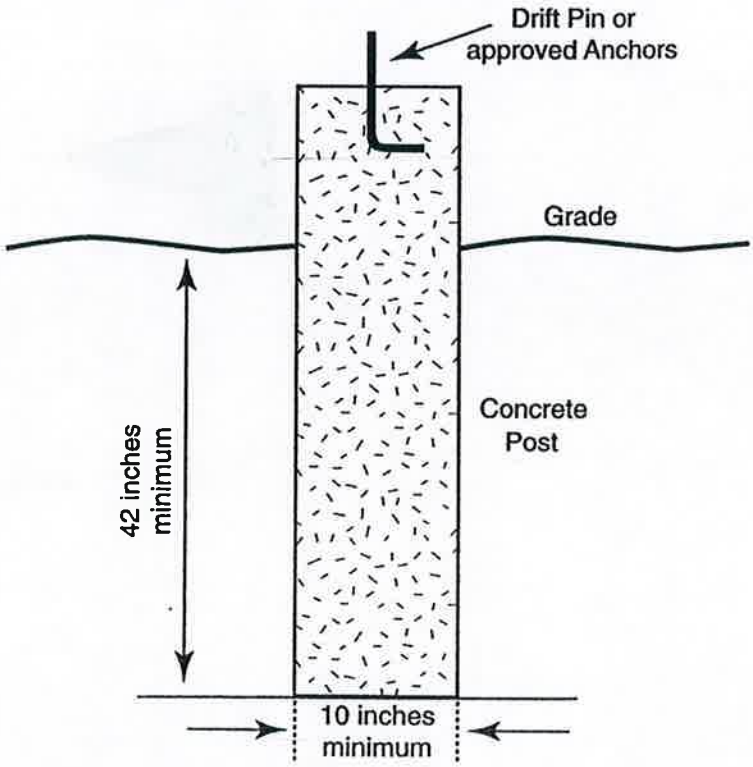


Diagram A
4x4 style
with cripples (braces)

Diagram B
6x6 style
mortise method

Proper Installation of Postholes & Specifications



Note: A larger pier may be required depending on the height of the deck from grade (ground.)

CITY OF ST CHARLES
Application for Building Permit for Decks or Gazebos

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:**_____

Description of proposed work: _____**Square feet of deck:**_____

Check List for Submittal of Application:

- ☐ Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- ☐ Building Permit Application – Completely Filled Out.
- ☐ Two-2 Copies of Plat of Survey showing yard setbacks to all of your lot lines.
- ☐ **On both copies of the plat of survey show the location of the electric meter on the house and the route of the electric service line running to the house.**
- ☐ Two-2 sets of drawings that show all construction details.
- ☐ Submittal fee of $75.00, only in 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._____

Contractor:_____

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone 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

Remarks:_____

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

Signed:_____

For Office Use

Received _____

Fee Paid $_____

Receipt # _____

Check #_____