

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 three (3) 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 three (3) 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.

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.

A submittal fee of **\$90.00 (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
- 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
- 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.

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: _____

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 _____
_____. Parcel No. _____

Description of proposed work: _____

Estimated Cost of Work: _____

Please provide 3 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

Owner of Property:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Paving Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Landscape Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

General Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Concrete Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

Electric Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Phone: _____

PLEASE PRINT ALL INFORMATION

ZONING INFORMATION

List the intended use(s), as defined in the St. Charles Zoning Ordinance or the Planned Unit Development Ordinance for the property; for each use list the number or amount of floor area, dwelling units, seating capacity, employees or other factor used to determine the required number of parking spaces:

Zoning Use: _____ Floor area, # units, etc.: _____
Zoning Use: _____ Floor area, # units, etc.: _____
Zoning Use: _____ Floor area, # units, etc.: _____
Zoning Use: _____ Floor area, # units, etc.: _____

List the zoning district and existing uses on all adjoining properties:

East of site: _____ West of site: _____
Use: _____ Use: _____
Zoning Dist.: _____ Zoning Dist.: _____
North of site: _____ South of site: _____
Use: _____ Use: _____
Zoning Dist.: _____ Zoning Dist.: _____

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: _____

NAME OF BUSINESS THAT WILL OCCUPY THIS SPACE: _____

REPORT OF BUILDING OFFICIAL

Remarks: _____
Accepted: _____ Denied: _____ Date: _____
Signed: _____

For Office Use
Received _____
Fee Paid \$ _____
Receipt # _____
Check # _____