City of St. Charles
Detached 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 a detached 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.

⇒ If electric is added two-2 set of drawings showing the new electric from principal building throughout new building.

⇒ 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. Please indicate how the electric comes into the principal building.

⇒ If your property is located in any of the R-T Zoning Districts and your project involves any outside structural alterations, additions, and detached garages, there is a mandatory meeting for you to attend with our Planning Office to discuss your project. For further details on this meeting, please contact the Planning Office at 630.377.4443.

⇒ 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 **$100.00 (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:
  - $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.

Setbacks:

* **Rear Yard:** Minimum 5-feet from rear lot line without alley
  Minimum of 3-feet from side lot line and from alley
* **Interior side yard** – Minimum of 3-feet from lot line
* **Exterior side yard** – Contact the Building & Code Enforcement Office at 630.377.4406 for this information.
* Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.

Information on Detached Garages:

⇒ There is a lot coverage based upon your zoning district and whether you have a single or a two-story dwelling. In the RT Zoning Districts, there is additional building coverage allowed. Please contact one of the Building Inspectors in the Building & Code Enforcement Office for details.

⇒ There is a maximum building coverage for the rear yard for all buildings over 150 square feet and enclosed.

⇒ No accessory building shall be constructed prior to construction of the principal building to which it is accessory.

⇒ No accessory building/structure located in the RE, RS, and RT Districts shall exceed twenty (20) feet in height, measured from the finished grade to the top of the structure.

⇒ No accessory building shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.

⇒ Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.

⇒ Private garage for one and two family dwellings shall conform to the applicable yard and setback requirements of the District as modified by Table 17.22-3, but in no event shall a garage for a one or two family dwelling be located closer to any street right of way than 15 feet.

⇒ If a one or two family dwelling lot abuts a paved public alley, any detached or attached private garage shall be constructed so that access is from the public alley.

⇒ The maximum width of any garage door opening for a one or two family dwelling shall be twenty-two (22) feet.

⇒ Driveways to garage must be a finished hard surface.

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 permit conditions and stamped Field Copy of the plans are to be on the job site.
3. 24-hour notices are required for scheduling of any inspections.
4. If electric is installed, at least one GFI outlet shall be installed in a garage with power.
5. Attached is a copy showing two (2) different diagrams for the slab.
6. Attached is a copy of a specification sheet for your use.
7. If electric is provided at least one wall switch controlled lighting outlet shall be installed in the garage.
8. If electric is provided, at least one wall switch controlled lighting outlet shall be installed to provide illumination on the exterior side of entrances, the vehicle door is not required.

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
- Electric
- Final

Any other required inspections specific to your project will be listed on the Permit Conditions sheet attached to the plans and permit.

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 Permit Conditions 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.

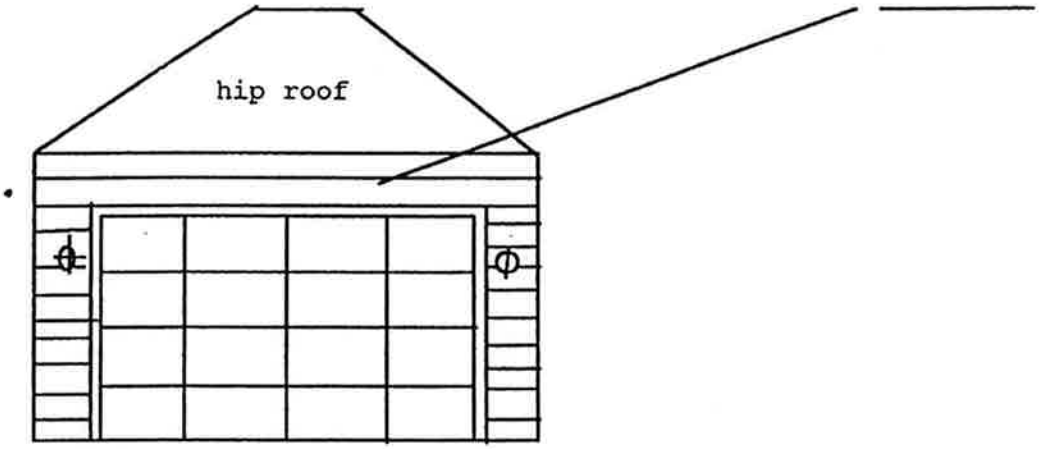
✓ **Inspections shall be called a minimum of 24 hours before they become due.**

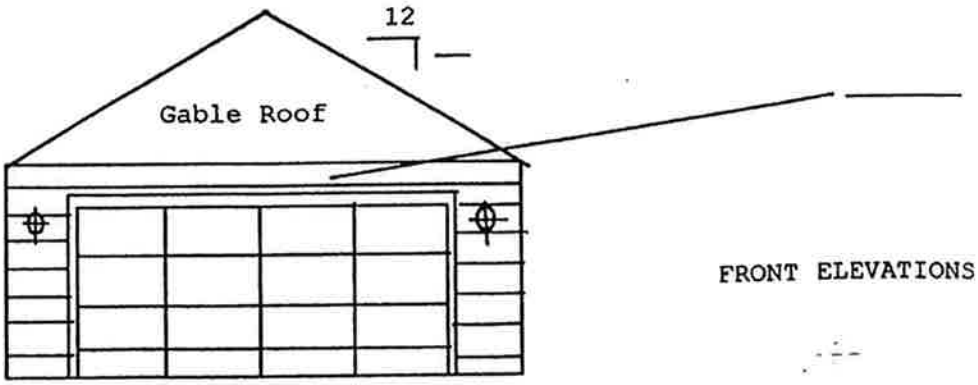
✓ Call J.U.I.L.E. at least 48-hours prior to any digging to locate any underground utilities. **(1-800-892-0123)**

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

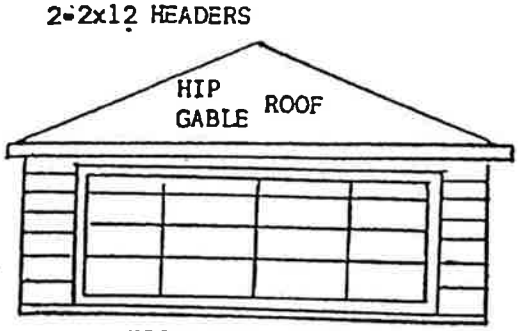
03.01.2015

Side Elevation Detatched Garage

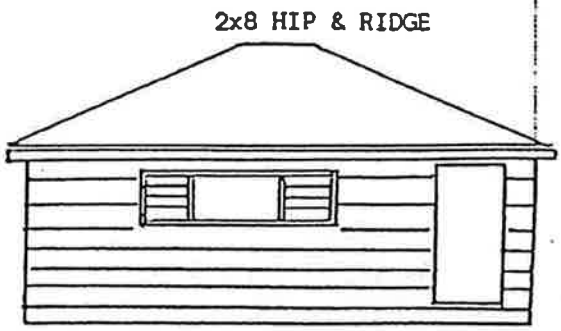




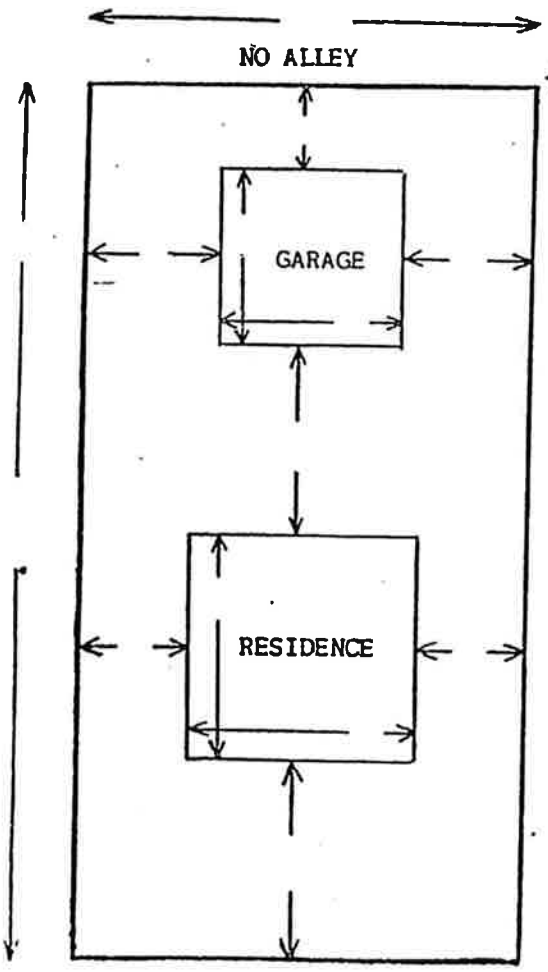
FRONT ELEVATIONS

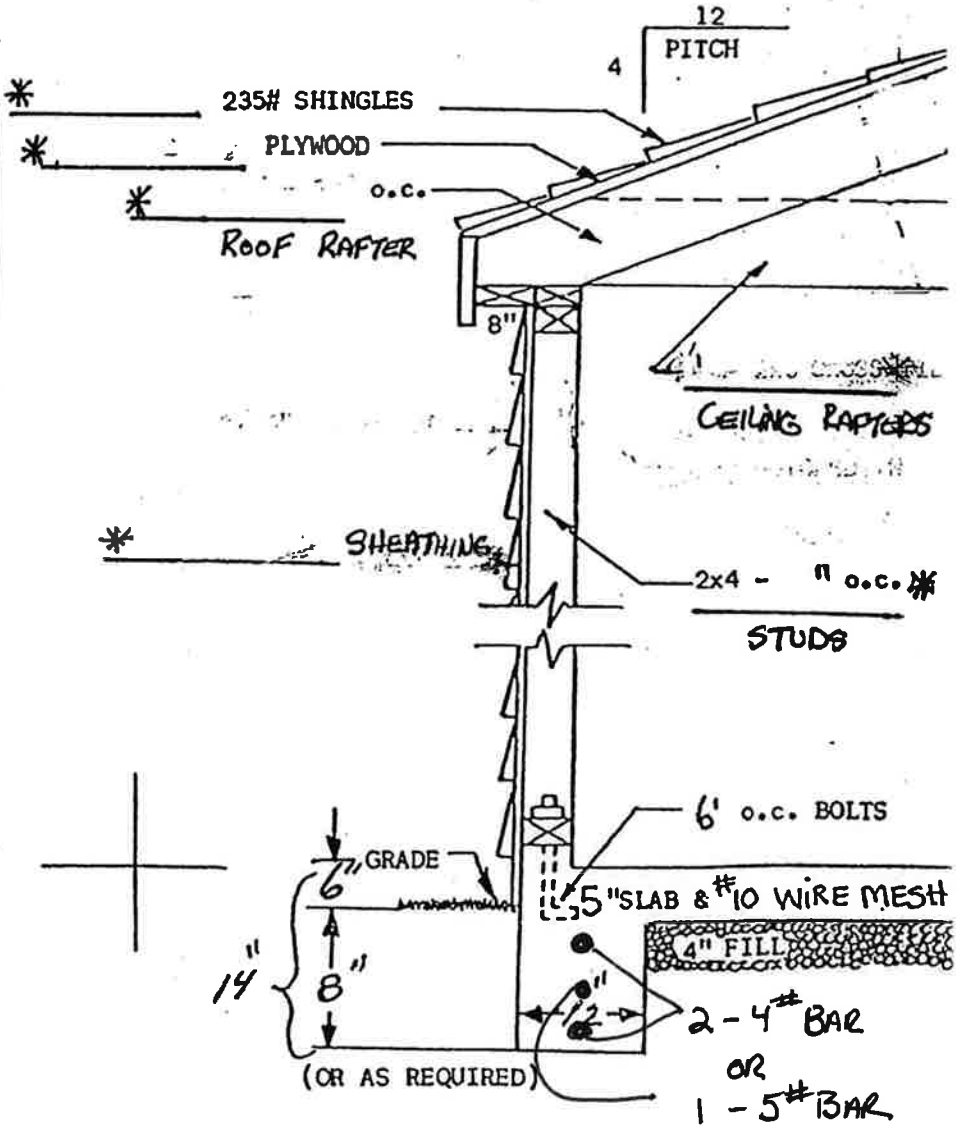


FRONT ELEVATION



SIDE ELEVATION





STREET NAME

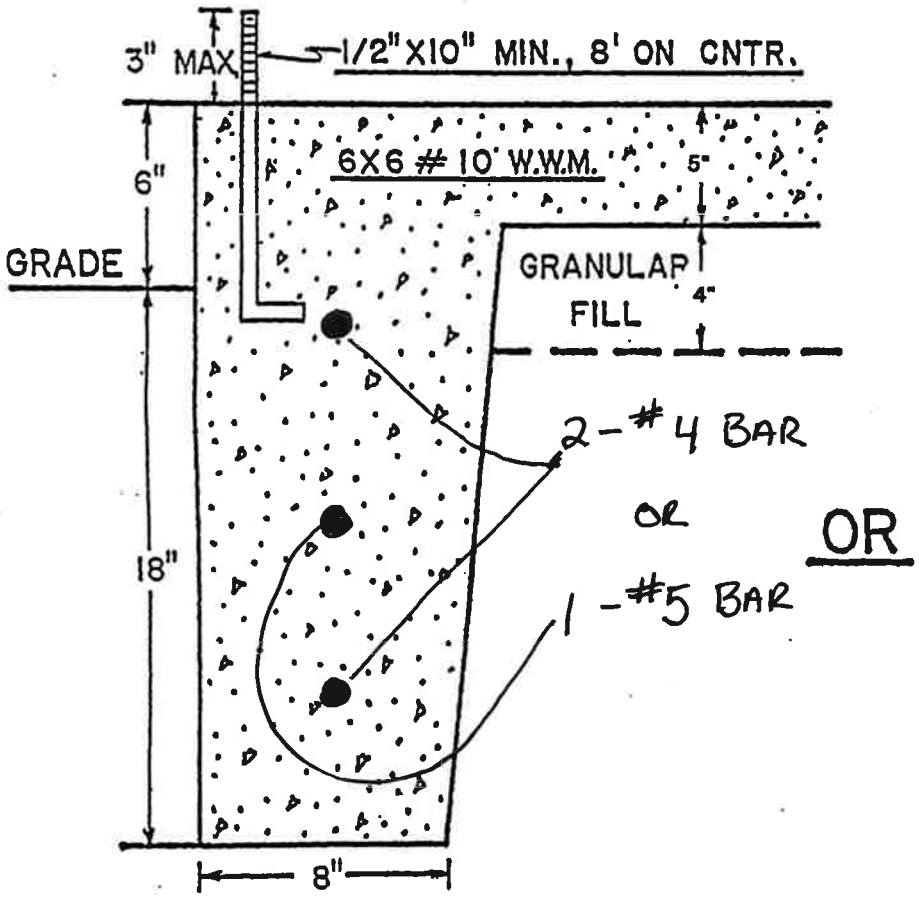
OWNER

ADDRESS

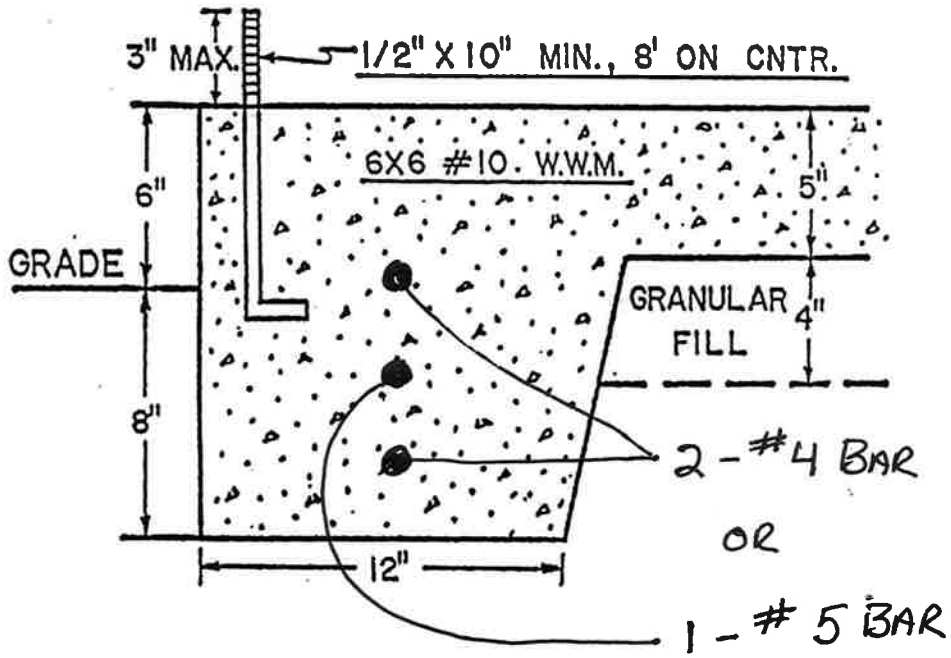
TOWN ST. CHARLES

PHONE

DLC-PP-5M/2-76


3" MAX.
1/2"X10" MIN., 8' ON CNTR.
6X6 # 10 W.W.M.
5"
6"
GRADE
GRANULAR FILL
4"
2-#4 BAR
OR
1-#5 BAR
18"
8"

OR


3" MAX.
1/2" X 10" MIN., 8' ON CNTR.
6X6 #10. W.W.M.
5"
6"
GRADE
GRANULAR FILL
4"
8"
2-#4 BAR
OR
1-#5 BAR
12"

CITY OF ST CHARLES
Application for Detached 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 detached 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 the documents.
- ☐ Submittal fee of $100.00 – payment is to be 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._____

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 #_____