City of St. Charles
Shed

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 shed. 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 details of the shed 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 shed and showing the location the electric service line running into the house. (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 **$60.00 (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.

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
Slab	Approximately 1/2 hour
Deck Frame	Approximately 1/2 hour
Final	Approximately 1/2 hour

Inspections - Clarification and Details:

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

Postholes:

× The inspection of the postholes is conducted prior to any posthole being filled.
× The location of the shed is checked to ensure that it is being placed in the correct location.
× We check the setbacks from the property lines and that the shed is located out of the easement areas.
× We check the size of the postholes to make sure that they are 10-inches in diameter and that the depth on each posthole is 24-inches from finished grade.

Slab: (If installed)

o The location of the shed is checked to ensure that it is being placed in the correct location.
o We check the setbacks from the property lines and that the shed is located out of the easement areas.
o The proper slab will be poured.

Frame:

▶ The anchoring of piers to the framing is to be inspected.
▶ We confirm the floor is framed per the approved plans prior to covering it with plywood.

Final:

❒ At this inspection we confirm that the shed is completed including the paint, roof and the frame is per the approved plans.

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 Fire Code w/revisions

Setbacks:

❒ **Interior Side Yard**: A minimum of 3-feet from lot line.
❒ **Rear Yard**: A minimum of 3-feet from lot line.
❒ **Front Yard, Exterior side yard and Rear Yard of Through Lots:** Not permitted.
❒ Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.
❒ No accessory building shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.
❒ The combined lot coverage of all detached accessory buildings and structures located within a required rear yard shall not occupy more than thirty-percent (30%) of the required rear yard.

General Information:

✳ Compliance with the above indicated codes, ordinances, and inspections required.
✳ No accessory building shall be constructed prior to construction of the principal building to which it is accessory.

General Information Continued:

- ✳ No accessory building/structure located in the RE, RS, and RT Districts shall not exceed twenty-feet in height.
- ✳ No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.
- ✳ 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.
- ✳ The shed cannot be free standing - it is to be anchored. Ten (10") inch diameter by two (2') feet deep posthole shall be located at each corner of shed. A floating slab is acceptable. For concrete slab there is to a minimum of four-inch gravel and four-inch concrete.
- ✳ Per the National Electrical Code no shed shall be placed over the electric service going through the yard into the house.
- ✳ Drawing must show anchoring method used for floor to post.
- ✳ **The postholes are to be inspected prior to filling with concrete.**

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.
- ✓ 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

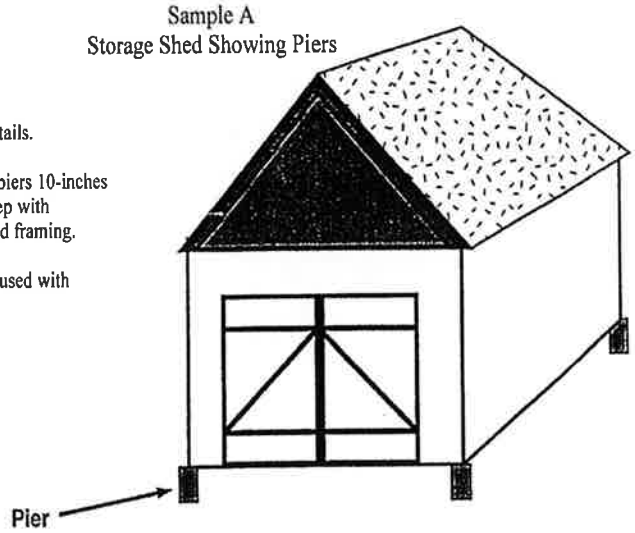
03.01.2015

Sample A
Storage Shed Showing Piers

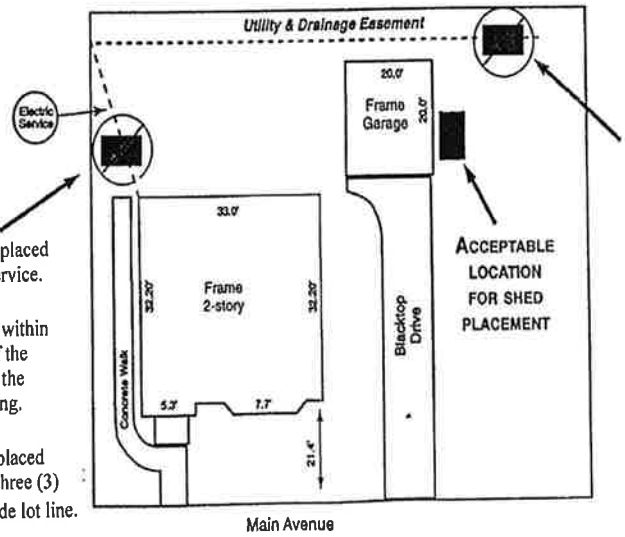
Show all construction details.

All four corners to have piers 10-inches In diameter set 2-feet deep with Anchors to be tied to shed framing.

Slab details also may be used with anchors.



Sample B
Plat of Survey



Shed cannot be placed over Electric Service.

Shed cannot be within Ten (10) feet of the Nearest wall of the Principal building.

Sheds shall be placed a minimum of three (3) feet from the side lot line.

Shed cannot be Placed in an easement and must maintain three (3) feet distance from lot line.

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.

CITY OF ST CHARLES
Application for Building Permit for Shed

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 shed:**_____

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.
- ❒ Two-2 sets of drawings that show all construction details.
- ❒ 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.
- ❒ Submittal fee of $60.00 – 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._____

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 #_____