

# City of St. Charles Detached Garage



Building & Code Enforcement  
Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
<http://www.stcharlesil.gov>  
[permits@stcharlesil.gov](mailto:permits@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 requirements for obtaining a building permit.

## Check List for Submittal of Application:

- ☐ Is your property located in the Historic Preservation District? Yes/No - If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- ☐ **A Building Permit Application** – Completely Filled Out.
- ☐ **Five (5) copies of the plat of survey** to scale showing the location of the garage and the measurements to all of the lot lines, also indicate on the survey the route the Electric Service Line running to the house.
- ☐ **Five (5) copies of plans** shall include sufficient detail to demonstrate compliance with Building Codes and Ordinances. The drawings shall be as accurate as possible, include dimensions, walls, receptacles, switches and lighting. Framing details shall include a typical wall detail, header sizes, beam and column sizes and if engineered lumber is specified, the manufacturers Sizing Tables.
- ☐ **Submit Grading Certification Form.**
- ☐ **See the attached form for contractor requirements.**
- ☐ If you are upgrading the electric service, changing the panel or installing a new electric service, this application is also attached for you to complete and submit with the drawings.
- ☐ Submittal fee of **\$300.00**, to be submitted with the complete application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office. Applications will not be accepted for review without payment.
- ☐ **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

## Building Codes:

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

- ☐ St. Charles Municipal Code

- 2020 National Electric Code w/ amendments
- 2021 International Residential Code w/ amendments
- 2021 International Fuel Gas Code w/ amendments
- 2018 International Energy Conservation Code w/ amendment

### **Detached Garage Requirements:**

- If there is any plumbing being done on your project, a copy of the plumbing contractors Illinois License Registration and an original notarized “Letter of Intent” signed by the plumbing contractor. If you, the homeowner, are completing all the plumbing work, a notarized “Letter of Intent” signed by you is required stating you will reside in this home as your sole residence for at least six months.
- Drawing showing how new electric will be run to the garage and material used.

### **Zoning Requirements:**

- For information on your particular zoning, please contact Planning at [cd@stcharlesil.gov](mailto:cd@stcharlesil.gov) or 630-377-4443.
- If your property is located in any of the RT or CBD-2 zoning districts and your project involves any exterior alterations, additions, or detached garages, there are Architectural Design Guidelines in Section 17.06.060 of the Zoning Ordinance.
- Building Coverage for the Lot: Provide building coverage calculations per your Zoning District. This includes attached garages and enclosed porches, and accessory buildings including detached garages and any other enclosed accessory building in excess of 150 square feet. Building coverage shall also include cantilevered portions of a building that extend beyond the footprint of a structure, including portions cantilevered over an open front porch. Building coverage shall not include unenclosed porches, decks, or unenclosed accessory structures such as gazebos, swimming pools, or tennis and sports courts.
- Rear Yard Lot Coverage: For detached garages located in a rear yard, provide the coverage square footage of the detached garage within the rear yard setback area. 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. For lots within an RT district, if a detached garage is provided in lieu of an attached garage, all structures in the rear yard may occupy up to forty percent (40%) of the required rear yard.
- Height Limit: 20 ft.: 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.
- 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.

### **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** – Varies by zoning district. For assistance, contact the Planning Division at [cd@scharlesil.gov](mailto:cd@scharlesil.gov) or (630) 377-4443.
- Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.
- Easements: No accessory building shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.

### **General:**

- 1) Compliance with the above-indicated codes, ordinances, and inspections is required.
- 2) The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed
- 3) No accessory building shall be constructed prior to construction of the principal building to which it is accessory.
- 4) 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.
- 5) The maximum width of any garage door opening for a one or two family dwelling shall be twenty-two (22) feet.
- 6) Driveways to garage must be a finished hard surface.
- 7) Per the National Electrical Code no garage shall be placed over the electric service coming into the house. Garages are not to cover any meters.
- 8) If electric is installed, at least one GFI outlet shall be installed in a garage with power.
- 9) If electric is provided at least one wall switch controlled lighting outlet shall be installed in the garage.
- 10) Footings ("8x18" on 8" wall, 10"x20" on 10" wall).
- 11) No structure shall be located in any indicated easement area.
- 12) The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site for inspections.

**Call (630) 377-4406 to schedule Building Inspections at least 24-48 hours before the inspection is needed. Inspections will be scheduled based on availability.**

**Call J.U.L.I.E. (811) or (800) 892-0123 Before you Dig – Prior to any digging to locate any underground utilities.**



## GRADING CERTIFICATION FORM

We, the below listed signees, acting as owners of the below listed property and on behalf of \_\_\_\_\_ (contractor responsible for grading), verify the following:

1. We will provide positive drainage, within the City of St. Charles grading requirements of **2.0% minimum slope to 4:1 maximum slopes**, to drain around the structure to be installed on said property.
2. If easements exist, we certify that the structure, or associated grading **will not be installed within any easements**.
3. If no easements exist, we certify that the structure, or associated grading **will not be installed within 10-feet of a side yard lot line or within 10-feet of the rear yard lot line**.
4. As part of this grading, we will not adversely affect any of our neighbors' property.

*If the criteria listed above is not met, the applicant would need to submit a detailed grading plan for review and approval and this form shall not be used.*

Street Address: \_\_\_\_\_

PIN Number: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(contractor responsible for grading)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(property owner)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(property owner)



Two East Main Street  
St. Charles, IL 60174  
630.377.4400

The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit.

### **GENERAL CONTRACTORS**

**All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:**

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident.

### **Work in City Right of Way/Public Property**

- Commercial general liability insurance with limits not less than:
  - \$1,000,000.00 for property damage resulting from any one incident.
  - \$2,000,000.00 general aggregate.
  - \$2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than \$1,000,000.00.
- Automobile liability limits of not less than \$1,000,000.00.
- List the City of St Charles as the certificate holder

### **PLUMBING CONTRACTORS**

- Plumbing contractors must be licensed in accordance with State statutes (055 license)
- Provide a copy of the plumber's photo ID license and Letter of Intent

### **ELECTRICAL CONTRACTORS**

- Surety company bond payable to the City in the penal sum of \$10,000
- Electrical contractors must be licensed in a municipality in Illinois and provide evidence that such license is in good standing.

### **BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS**

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000
- List City of St Charles as certificate holder.

### **ROOFING CONTRACTORS**

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing
- Commercial roofing contractor must provide a copy of unlimited roofer's license.

**WATER & SEWER CONTRACTORS**

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

**EXCAVATOR**

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

**HVAC**

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors

**CITY OF ST CHARLES**  
**Application for Detached Garage**  
**Department: Building & Enforcement Division**  
**Phone: (630)377-4406**



Date: \_\_\_\_\_

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:**

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- ☐ Building Permit Application – Completely Filled Out.
- ☐ **Five (5)** Copies of Plat of Survey – Showing to scale the location of the garage and the measurements to all of the lot lines, also indicate on the survey the route of the Electric Service Line running to the house.
- ☐ **Five (5)** sets of drawings that show all interior and exterior construction details.
- ☐ Grading Certification Form
- ☐ **See the attached form for contractor requirements.**
- ☐ If any work is being conducted in the City right-of-way or street, please include the documents.
- ☐ Submittal Fee is **\$300.00**, Submittal fee is due at time of submittal. **PAYABLE BY CASH, CHECK TO THE CITY OF ST. CHARLES OR CREDIT CARD (IN OUR OFFICE ONLY).**
  - **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

**Owner of the Property:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
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**

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed \_\_\_\_\_