

# City of St. Charles Attached 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 an attached 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 Division. The contractor's names, addresses, phone numbers, email and, if required, their license.
- For information on the setbacks for your particular zoning, please contact a Building Inspector at the Building and Code Enforcement Division at 630.377.4406.
- 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 and the building application.
- For an addition – two (2) **copies of the plat of survey** to scale showing the location of the addition and the measurements to all of the lot lines from the addition also indicate on the survey the route of the electric service from the transformer to the house.
- Provide two copies of plans that show compliance with the 2015 Energy Code(table 402.1.2, zone 5).
- No structure shall be located in any indicated easement area.
- Provide maximum building coverage calculations per your Zoning District on additions. Definition: A measure of intensity of land use that represents the portion of a site that is covered by a principal building or buildings including attached garages and enclosed porches, and accessory buildings including detached garages and any other enclosed accessory building in excess of 150 square feet of Lot Coverage. 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 be measured at the outer edge of the foundation line, or at the outer wall surface support column in the case of a post, other non-continuous foundation, or cantilever, excluding projections for bay windows or chimneys. Building coverage shall not include unenclosed porches, decks, or unenclosed accessory structures such as gazebos, swimming pools, or tennis and sports courts.
- (2)**Two 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, framing details shall include a typical wall detail, header sizes, beam and column sizes and if engineered lumber is specified, the manufacturers Sizing Tables.

- Engineering Submittal requirements
  - a) For Building additions smaller than 150 square feet – submit a Grading Certification form.
  - b) For Building additions 150 square feet or larger – submit an Engineering Plan.  
See submittal checklist for requirements.
  - Stormwater Permit Application is required for land disturbing activity resulting in 5,000 square feet or greater.
    - 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.
    - If your property is located in any of the RT or CBD-2 zoning districts and your project involves any exterior alterations, additions, and detached garages, there are Architectural Design Guidelines in Section 17.06.060 of the Zoning Ordinance attached to this packet. The Planning Division will conduct a review of the project for compliance with these guidelines.
    - For building additions 150 square feet or larger – Two (2) **Copies of a Final Grade survey** must be submitted no less than five (5) working days prior to the final inspection. The Development Engineering Division will review this survey. Please call the Development Engineering Division At (630)443-3677 should you have any questions.
    - Our goal is to complete the review of your building permit within 10 working days.

**Application – Permit Fees: All payments are to be made in check, cash or money order.**

- A filing fee is to be paid at time of submission of application and plans.
  - A fee of **\$400.00 (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;
  - \$80.00 per Building & Code Enforcement Department re-inspection for all types of inspections during construction (excluding finals)
  - \$80.00 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.

**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 w/revisions
- 2015 Int’l Fuel Gas Code w/revisions
- 2015 Int’l Energy Conservation Code

## Inspections:

The following is a list of inspections, which might be required for your project.

- Footing
- Floor
- Underground Electric
- Frame
- Rough Electric
- Final

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

## 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) Please see our website ([www.stcharlesil.gov](http://www.stcharlesil.gov) , City Code Book, Title 15, Chapter 15.40 Building Code to see our local amendments.
- 2) Per Ordinance No. 1987-M-93 in the City of St. Charles there is no open burning.
- 3) R105.7 Placement of permit. 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.
- 4) R-314 Smoke alarms- Smoke detectors are required in all sleeping areas and all floors. Smoke and carbon monoxide detectors outside sleeping area within 15-feet. All detectors must be hardwired, interconnected and with battery backup. This is the only item that the Building Code requires to be updated when work is performed.
- 5) Firestop shall be done at the frame inspection.
- 6) R-302.5.1 (20 min. rated door to garage with self-closing hinges).
- 7) R-302.5, 302.6 (5/8" drywall separation).
- 8) R-311 (Two required exits per St. Charles, clear width of 32" and not through the garage).
- 9) R-312 (guards) R-311.7.8, R-311.8.3 (handrails) R-311.7.1 (stair width) R-311.7.5, R311.8.1 (stair treads and risers)
- 10) Footings ("8x18" on 8" wall, 10"x20" on 10" wall).
- 11) Foundation walls R-404 (wall steel table 404.1.2 (1)).
- 12) R-602, 602.3.1, R-602.3.2, R-602.3.3, R-602.3.4, R-602.6, R-602.9) wall framing
- 13) R-502.6, R-502.7 (JOIST SPAN 502.3.1(1), R-502.3.1 (2), R-502.3.3 (1), AND R-502.3.3 (2) (floor framing).
- 14) Roof rafters R-802.1.1 (TABLES R-802.5.1 (1), R-802.5.1 (3)
- 15) Roof trusses R-502.11, R-602.10.6.2, AND R-802.10
- 16) 2015 International Energy Code - KANE COUNTY 5A (TABLE 402.1.2) U-factors and insulation requirements.
- 17) All electric is to be GFI protected.
- 18) Footing and wall is to be pinned to existing house wall.
- 19) 4" gas curb is required between the house and garage.

**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.
- ✓ 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. (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** \_\_\_\_\_

**REV 1.24.2019**



### AS-BUILT GRADING SURVEY / PLAN

The intent of the as-built grading requirement set forth in the ordinance is to obtain a record document of a residential site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities.

1. Building numbers and street name. If multi-family please include all addresses to the building unit (multi-family lot inspections will be done as one lot only).
2. Lot lines with dimensions drawn to scale no smaller than 1" = 20'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include all top of foundation elevations on a stepped foundation. Identify the lowest opening elevation.
4. Spot elevations at all property corners, side lot lines (25' min. spacing), break-points, drainage swales and building corners.
5. One-foot contours throughout the property (depict landscape berms or swales).
6. Rim and invert elevations at utility structures.
7. Top-of-curb and centerline pavement elevations along property frontage.
8. Calculated maximum driveway slopes.
9. Clearly defined site benchmark.
10. Topographic features including structures, all window well locations, and permanent water surface levels.
11. Depict drainage patterns and emergency overflow routes with arrows.
12. Signature and seal of an Illinois registered land surveyor

This document must be reviewed and approved along with a satisfactory site inspection prior to final occupancy approval.

If there are deviations from approved plans, the City will require a Licensed Professional Engineer to render an opinion and certify the as-built is in compliance with all applicable code requirements.



- Ground slope - 4:1 maximum and 2% minimum
- Driveway slope – 8% maximum and 1% minimum
- Proposed utility services
  - Water – Minimum 1” Type K copper
  - Sewer – Minimum 6” SDR 26 PVC
- Proposed footing drain sump pump shall connect to public storm sewer system. Show routing, pipe size, slope, connection method.
- Proposed down spouts shall discharge onto the ground, and day light,
  - minimum of ten (10) feet from any public Right of Way
  - minimum of five (5) feet from any property line, or half the distance of the side yard setback, whichever is greater.
  - Discharge shall not be located in a front yard setback
- Proposed easements (if applicable)
- Erosion Control Plan
  - Proposed location of silt fence, tree protection, inlet and pipe protection, and any other erosion control measures necessary

#### Codes and Manuals

- City Code Title 18 - Stormwater Management Ordinance  
<https://codebook.stcharlesil.gov/title-18>
- Kane County Stormwater Management Ordinance  
<https://www.countyofkane.org/FDER/Documents/waterOrdinances/adoptedOrdinance.pdf>
- City of St. Charles Engineering Design & Inspection Policy Manual  
<https://www.stcharlesil.gov/departments/public-works-engineering/policy-manual>



## ENGINEERING PLAN SUBMITTAL

The engineering plan shall be prepared, signed, and sealed by a Licensed Professional Engineer. This does not apply to lots that have been pre-engineered, where the design has been approved under a master engineering plan. For pre-engineered lots, the submittal shall demonstrate conformance to the approved master engineering plans.

### Existing Conditions

- Scale (minimum size) is 1" = 20'
- North arrow
- Lot dimensions, legal description of property, site address
- Site Benchmark (NAVD88 datum)
- Existing topographic survey
  - Contours at 1' intervals. Include existing contours within 25' of the site in all directions.
  - Spot elevations at property corners, side and rear lot lines (25' minimum spacing), break points, drainage swales
  - Top of curb, edge of pavement, centerline pavement elevations within right-of-way
- Existing structures (fences, sheds, retaining walls, sidewalks, driveways, etc.)
- Adjacent structures, including top of foundation elevation
- Existing utility infrastructure, including watermain, sanitary sewer, storm sewer, electric, cable
  - Include rim and invert (or top of pipe) elevations and pipe size
  - Locate the nearest storm sewer structure(s) to the site
- Existing trees and size. Identify if trees are to be removed or protected
- Existing easements
- Existing wetlands, floodplain, overland flow routes

### Proposed Improvements (include Existing Conditions overlay)

- Proposed structure footprint including dimensions
  - Include any porches, patios, service walks
  - Include top of foundation elevation (include all top of foundation elevations on a stepped foundation), top of garage floor elevation, top of window well elevations
  - Include building setback dimensions
- Proposed driveway dimensions, proposed slope, spot grades, and pavement composition (concrete, asphalt, brick paver)
- Proposed grading contours at 1' intervals, shown overlaying existing grading contours.
  - Include proposed elevations at building corners
  - Include spot grades as necessary to construct proposed swales, drainage features, berms, high and low points, etc.
  - Depict overland flow routes with arrows and proposed slope percentages

- Ground slope - 4:1 maximum and 2% minimum
- Driveway slope – 8% maximum and 1% minimum
- Proposed utility services
  - Water – Minimum 1” Type K copper
  - Sewer – Minimum 6” SDR 26 PVC
- Proposed footing drain sump pump shall connect to public storm sewer system. Show routing, pipe size, slope, connection method.
- Proposed down spouts shall discharge onto the ground, and day light,
  - minimum of ten (10) feet from any public Right of Way
  - minimum of five (5) feet from any property line, or half the distance of the side yard setback, whichever is greater.
  - Discharge shall not be located in a front yard setback
- Proposed easements (if applicable)
- Erosion Control Plan
  - Proposed location of silt fence, tree protection, inlet and pipe protection, and any other erosion control measures necessary

#### Codes and Manuals

- City Code Title 18 - Stormwater Management Ordinance  
<https://codebook.stcharlesil.gov/title-18>
- Kane County Stormwater Management Ordinance  
<https://www.countyofkane.org/FDER/Documents/waterOrdinances/adoptedOrdinance.pdf>
- City of St. Charles Engineering Design & Inspection Policy Manual  
<https://www.stcharlesil.gov/departments/public-works-engineering/policy-manual>





## 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: \_\_\_\_\_  
(contractor responsible for grading)

Dated: \_\_\_\_\_

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

Dated: \_\_\_\_\_

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

Dated: \_\_\_\_\_

**CITY OF ST CHARLES**  
Application for Attached Garage



**DEPARTMENT: BUILDING & CODE ENFORCEMENT    PHONE: 630.377-4406**

**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 attached 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.
- Engineering Submittal a) For building additions smaller than 150 square feet – submit a signed Grading Certification Form; OR b) For building additions 150 square feet of larger – submit Two-2 copies of an Engineering Plan.
- 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 all documents.
- Submittal fee of \$400.00 – **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: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Applicant:**

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

**General Contractor:**

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

**Concrete Contractor**

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