

City of St. Charles

Deck – Gazebo – Pergola – Patio



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<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 deck, gazebo, pergola or outdoor patio.
The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- 1) An application is to be filled out and submitted to the Building Department. The contractors names, addresses, email, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- 2) Two (2) sets of drawings showing the construction details of the deck, gazebo, pergola, or patio are to be submitted with the application.
- 3) Two (2) copies of the plat of survey showing the location of the deck, gazebo, pergola or patio and **showing the location the electric service line running into the house.**
- 4) One (1) copy - If the patio is located in any easement, a Grading Certificate is required to be submitted along with a Release and Indemnity Agreement notarized and submitted with the application plus the current Kane/DuPage County Recorders of Deeds Recording Fee, paid only in cash or check payable to the City of St. Charles. Based on the type of easement or grading encroachments may not be allowed.
- 5) J.U.L.I.E. must be called to find the location of the electric service line. This shall be completed before the permit is submitted for review.
- 6) Decks, gazebos, or pergolas are not allowed in an easement and must be setback a minimum of 3-feet from the interior and rear lot lines.
- 7) Submittal fee of **\$125.00**, payable by cash, check payable to the City of St. Charles, or credit card (in person only) to be submitted with the application.
- 8) 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 credit card (in person only):

- 1) A filing fee is to be paid at time of submission of application and plans.
A fee of \$125.00 (to be paid at time of submittal) Plus a recording fee of fifty-two (\$52.00) dollars if applicable for lots with fences in the easements. (Due at the 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;

- a. \$80.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
- b. \$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.

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.

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 |
| ○ Prepour/base (patio) | Approximately 1/2 hour |
| ○ Frame | Approximately 1/2 hour |
| ○ Final | Approximately 1/2 hour |

Overtime Inspections:

The Building Commissioner or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

Deck General Comments:

- 1) Field approved plans are to be at the property and the address is to be posted.
- 2) Decks, gazebos, pergolas or patios cannot be placed over electric services without prior approval from the City of St. Charles Electric Department.
- 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) **Postholes:**
 - × We check for the proper location of the postholes as per the approved plans.
 - × We check to ensure that the postholes are 10-inches in diameter and 42-inches in depth from the finished grade.
 - × We check for proper setbacks. Decks, gazebos, or pergolas are not allowed in an easement and must be setback a minimum of 3-feet from the interior and rear lot lines
 - × **The postholes are to be inspected prior to anything being filled into the postholes**

Framing:

- We check that all deck material is treated or approved for the application.
- The fasteners are required to be galvanized or stainless.
- We check to confirm that the joists are properly sized and spaced.
- We check the span of the joist.
- We check to ensure that proper flashing is at the ledger board.
- Any cantilevering of the deck cannot exceed twenty-four (24) inches.
- All posts are to be anchored at the postholes.
- Per the St. Charles specifications, all bolts are to be installed through the beams.
- Alternative Deck lateral load connection(see diagram in deck packet) Section R507.2.4 IRC
- **The framing is to be inspected prior to decking material being installed.**

Final:

- ⇒ We check to make sure that the deck, gazebo, or pergola piers are above grade so that the wood is not exposed to the dirt and will not rot.
- ⇒ The stair stringers are to land on a concrete pad or pavers to prevent any rotting of the wood.
 - Stairs are to be built with the same rise or within 3/8-inch maximum difference on the complete rise run.
 - Stair width is to be no less than 36-inches.
 - Stair tread or steps are to be a minimum of 10-inches.
 - Stair rise is to be 7-3/4-inch maximum.
- ⇒ Stair handrails are required when there is four-4 or more risers.
 - The handrails are to be mounted between 34-inches to 38-inches and they will be measured vertically from the tread nose.
 - The returns at the end of the handrails are to end into the top and bottom post.
 - Handrails are to have a diameter of 1-1/4 inch to 2-inches.
- ⇒ It is required to have a 1-1/2 inch clear open gap around the handrail so that the hands can grasp the railing.
- ⇒ Guardrails are required when a walking surface is above 30-inches from the finished grade. Guardrail height of 36-inches minimum is required from the deck surface and must be able to withstand a weight of 200 pounds that is imposed from any direction.
- ⇒ All spindles in the stairs and guards are required to have a maximum opening less than 4-inches. The triangle at the bottom between the steps and the bottom of the guardrail shall not allow a 6-inch ball to fit through the opening.
- ⇒ Guards on open side of stairs shall not have opening more than 4 3/8-inch.
- ⇒ The back of the stair risers shall not have more than a four-inch opening.
- ⇒ If electric service pass over the deck, a 10-foot clearance must be maintained to keep the electric away from all walking surfaces.
- ⇒ . **The final is to be inspected after completion of the deck.**

Patios:

Encroachment into an easement:

- A grading certificate is required to be signed and submitted with the application
- Release and Indemnity Agreement notarized and submitted with the application

Patio setback requirements:

- Patios are not allowed into a landscape buffer.
- Rear yard- Raised and on grade level patios are allowed 3-foot from the lot line in the RT district.
- Interior side yard- Raised and on grade level patios are allowed 3-foot from the lot line in the RT district.
- Front, exterior side yards and rear yards of through lots- Raised patios are not allowed, 8-foot maximum allowed into the setback for on grade level patios in RT districts.
- Water run off (drainage) shall not drain onto or collect on neighboring property. A drainage system may be required.

Patio slab requirements:

- 4-inches of crushed rock compacted.
- 6-inches x 6-inches wire mesh or better.
- 4-inch Minimum pour thickness.

If the rise/step from the patio is more than 7 3/4", a landing is required:

- 3-foot x 3-foot minimum landing required on the exterior side of a door, not more than 7 3/4" below the top of the threshold and a slope not to exceed 1/4" per foot. If a door (with the exception of a storm/screen door) swings out over the landing, the landing shall not be more than 1 1/2" below the top of the threshold. All steps down from the landing shall not exceed 7 3/4" rise (all the same) and not less than 10-inches of tread. Less than 30-inches from grade or patio does not require handrails or guardrails.

Inspections:

Sub-Base:

- Setbacks are verified.
- Review the location of the slab and location of electric service.

Final:

- Inspector checks to see if all requirements and construction listed above have been met.

Building Codes:

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

- St. Charles Municipal Code
- 2020 Nat'l Electrical Code w/revisions
- 2021 Int'l Residential Code/revisions

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.
- * Postholes are to be ten-inches (10") in diameter and forty-two inches (42") in depth.
- * Wolmanized or weather treated wood is to be used.
- * Galvanized nails are to be used.
- * One half (1/2") inch lag bolts into ledger board maximum two feet zero inch (2' 0") on center and hanger joists from ledger.
- * Guardrails are required when a floor surface is located thirty (30") inches (762 mm) above finished grade and not less than thirty-six (36") inches (914 mm) vertically from the finished floor.
- * Handrails are required on open sides of stairs when there are 4 or more risers.
- * For handrail the ends shall be returned or shall terminate in newel posts or safety terminals.
- * Handrail grip size. The handgrip portion of handrails shall have a circular cross section of 1-1/4 inches (32mm) minimum to 2-inches (67 mm) maximum.
- * The riser on the steps shall be no greater than 7-3/4 inches with the greatest riser height not to exceed the smallest by more than 3/8 inch and the tread to be no less than ten (10") inches.
- * The back of stair risers shall not have more than a four-inch opening. Four-inch maximum opening on riser.
- * Deck beam shall be done as indicated in diagram A or B, which are located in the Informational Deck Packet.
- * Balusters or pickets shall be placed less than four (4") inch maximum opening between.
- * Gazebos must maintain a 10-foot setback from the wall of the principal building.
- * Water run off (drainage) shall not drain onto or collect on neighboring property. A drainage system may be required.
- * Per the National Electrical Code no deck or patio shall be placed over the electric service coming into the house. The deck, gazebo, pergola, or patios are not cover any meters.
- * Decks, gazebos, pergola, are not allowed in as easement.

Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building 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. To schedule an inspection, please have the address & permit number.
- ✓ Inspections shall be scheduled a minimum of 24-48 hours before they are needed.
- ✓ 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)**



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 slope**, 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 Building Permit for Decks Gazebos or Patio



DEPARTMENT: BUILDING & CODE ENFORCEMENT PHONE: (630) 377-4406 FAX (630) 443-4638

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 construction: _____

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.
- J.U.L.I.E. must be called to find location of electric service line before permit is submitted for review.**
- 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.**
- Two-2 sets of drawings that show all construction details.
- Submittal fee of **\$125.00**, by cash or check only payable to the City of St. Charles to be submitted with the application.
- If patio is located in any easement, a signed Grading Certification Form & a Release and Indemnity Agreement is to be completed and submitted with the application along with a payment of the current Kane/DuPage County Recorders of Deeds Recording Fee of \$52.00.

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

Remarks: _____

Accepted: _____ Rejected: _____ Date: _____

Signed: _____