

# 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 & 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 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, your application and plans will need to be reviewed by the Historic Preservation Committee.
- One (1) Copy Building Permit Application – Completely Filled Out.
- Four (4) Copies of Plat of Survey to scale showing the location of the DECK 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.
- Four (4) sets of drawings that show all construction details.
- Submittal fee of **\$125.00**, 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.
- Homeowner's Association Approval Letter, where applicable.

**\*Applications missing submittal items will not be accepted.**

### 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/amendments
- 2021 Int'l Residential Code/amendments

### Zoning Requirements:

- Decks, pergolas & Gazebos are not allowed in an easement.
- 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.

### **Patio Requirements:**

- Water run off (drainage) shall not drain onto or collect on neighboring property. A drainage system may be required.
- If the rise/step from the patio is more than 7 ¾", a landing is required:  
3-foot x 3-foot minimum landing required on the exterior side of a door, not more than 7 ¾" below the top of the threshold and a slope not to exceed ¼" 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 ½" below the top of the threshold. All steps down from the landing shall not exceed 7 ¾" 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.

### **Deck Requirement:**

- One half (1/2") inch lag bolts into ledger board maximum two feet (2' 0") on center and alternating high and low on 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.
- Balusters shall be placed less than four (4") inch maximum opening between.

### **General:**

- 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 to cover any meters.
- 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.**

**CITY OF ST CHARLES**  
**Application for Decks, Gazebo or Patio Building Permit**  
**Department: Building & Code 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: \_\_\_\_\_

Description of proposed work: \_\_\_\_\_ Square feet of construction: \_\_\_\_\_

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- Four (4)** Copies of Plat of Survey to scale showing the location of the DECK, GAZEBO OR PATIO 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.
- Four (4)** sets of drawings that show all construction details.
- Submittal fee of **\$125.00**, by cash or check or credit card (in office only) payable to the City of St. Charles to be submitted with the application.

**\*Applications missing submittal items will not be accepted.**

**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: \_\_\_\_\_