

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>

*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 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.
- For a detached garage – two (2) **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 of the electric service from the transformer to the house.
- Submit Grading Certification Form
- 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, receptacles, switches, 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.
- 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.
- Drawing showing how new electric will be run to the garage and material used.
- 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 **\$300.00 (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:
 - \$80.00 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.

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** – Contact the Building & Code Enforcement Office at 630.377.4406 for this information.
- Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.

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) **Compliance with the above-indicated codes, ordinances, and inspections is required.**
- 2) 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
- 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) Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.

- 6) 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.
- 7) 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.
- 8) The maximum width of any garage door opening for a one or two family dwelling shall be twenty-two (22) feet.
- 9) Driveways to garage must be a finished hard surface.
- 10) The permit conditions and stamped Field Copy of the plans are to be on the job site.
- 11) 24-hour notices are required for scheduling of any inspections.
- 12) If electric is installed, at least one GFI outlet shall be installed in a garage with power.
- 13) If electric is provided at least one wall switch controlled lighting outlet shall be installed in the garage.
- 14) Roof rafters R-802.1.1 (TABLES R-802.5.1 (1), R-802.5.1
- 15) Roof trusses R-502.11, R-602.10.6.2, AND R-802.10
- 16) Footings (“8x18” on 8” wall, 10”x20” on 10” wall).
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

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
- Electric
- Final Grade
- Final

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

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 Permit Conditions 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. 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 |

REV 1.24.2019



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)



CITY OF ST CHARLES
Application for Detached 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 detached 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.
- 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.
- Grading Certification Form
- 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 the documents.
- Submittal fee of \$300.00 – **PAYMENT IS TO BE IN 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 # _____