

City of St. Charles

New Residence



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 a new residence. 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 contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Two (2) sets of drawings showing the construction details of the house are to be submitted with the application. If there are more than two (2) residential units, then three (3) sets of drawings sealed by an Illinois architect must be submitted with the application.
- Two (2) copies of the plat of survey must be submitted with the application. The plat of survey must show the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey. If there are more than two (2) units, then three (3) copies of the plat of survey showing the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey must be submitted with the application.
- Documentation of U factor rating for windows and doors is required at time of submittal.
- ResCheck document is required at time of submittal.
- Two (2) copies of a Foundation Site Survey must be submitted to the Building and Code Enforcement Division for approval. ***Construction is not to go beyond the backfill until surveys are approved.***
- Two (2) copies of a topographic 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.
- The attached Specification for One and Two Family Residence form must be filled out and submitted with the application.
- The application for Electric Service must be completed and submitted with the application.
- The owner may do the plumbing for this new residence. Owner must provide information that they will occupy structure for a minimum of six months. Should anyone other than the owner and occupant do the plumbing, it must be done by an Illinois licensed plumber. The person or company is to provide a letter of intent, on their letterhead, indicating they are conducting the work for this project. Along with the letter of intent, please provide copies of their Illinois State Plumbing License and Illinois State Contractor License.
- If your property is located in any of the R-T Zoning Districts and involves any outside structural alterations, additions, and detached garages, our Planning Division will conduct a review.
- For the setbacks for your particular zoning, please contact a Building Inspector at the Building & Code Enforcement Division at (630) 377.4406.
- 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 **\$130.00 (to be paid at time of submittal)**
 - Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.
 - 0.28 per square foot of each level of building – including basement, garage, and crawl space
 - Additional fees for utility connections, such as electric, water; sewer connections and water meters are to be paid at the time the permit are approved.
- ⇒ **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;
 - \$65.00 per Building & Code Enforcement 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.

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 needed to conduct the inspection.

Footing –	Approximately one-half hour.
Foundation/rebar -	Approximately one-half hour.
Foundation/backfill -	Approximately one-half hour.
Sewer -	Approximately one-half hour.
Water	Approximately one-half hour.
Storm piping -	Approximately one-half hour.
Exterior house wrap -	Approximately one-half hour.
Framing –	Approximately one to three hours. This time varies due to the size of the house. This inspection is usually conducted the same time as the electric.
Electric -	Approximately 1 to 2 hours. This time varies due to the size of the house. This inspection is usually conducted the same time as the framing.
Underground Plumbing –	Approximately one-hour.
Rough Plumbing –	Approximately one-hour.
Floors/slabs -	Approximately one-half hour.
Mechanical - HVAC -	Approximately one-half hour.
Duct tightness test -	Approximately one-half hour.
Insulation -	Approximately one-half hour.
Blower Door Test	Not conducted by City Inspectors – done by other agency
Final -	Approximately one to three hours. This time varies due to the size of the house.

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

Overtime Inspections:

The Building & Code Enforcement Division Manager 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.

Building Codes:

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

- St. Charles Municipal Code
- 2015 Int'l Building Code w/revisions
- 2015 Int'l Mechanical Code w/revisions
- 2014 Nat'l Electrical Code w/revisions
- 2014 IL State Plumbing Code
- 2015 Int'l Residential Code w/revisions
- 2015 Int'l Fire Codes w/revisions
- 2015 Int'l Fuel Gas Code w/revisions
- 2015 Int'l Energy Conservation Code

General Comments:

- Please see our website (www.stcharlesil.gov), City Code Book, Title 15, Chapter 15.40 Building Code to see our local amendments.
- A minimum of 24-hour notice is required when scheduling any inspection.
- Per Ordinance No. 1987-M-93 in the City of St. Charles there is no open burning.
- No structure shall be located in any indicated easement area.
- Vapor barrier is required under all concrete slab floors.
- Compliance with above indicated codes, ordinances and inspections is required.
- Occupancy will not be granted until the water, sewer, and the electric has been inspected and accepted by the city.
- Silt fences shall be installed and maintained for erosion control.
- Building sewer service per Ordinance 1997-M-122. (Overhead)
- If laundry chute is provided, the laundry chute shall be provided with self-closing doors or dampers on all floors.
- Every basement shall have a minimum of one (1) approved escape egress window to the exterior. Sill height off basement floor shall be no greater than thirty-six (36") inches. Window wells shall meet the 2015 International Residential Code, Section R310.2.
- Minimum footing for framed house 8" x 18". Minimum footing with brick veneer 10" x 20".
- Above ground D.W.V. system to be tested with water to top of stack.
- Floor drain to be installed within same room of hot water heaters to except discharge from T & P valve.
- Storm sump pump pit to be installed in lower level for footing tile. Minimum four (4") inch hard piped to storm sewer with SDR 26 or Schedule 40 PVC.
- Water service shut off valve (B-Box) shall be placed in easement and not in any paved area.
- Section 890-1210 G) 1) Illinois State Plumbing Code. An approved pressure reducing valve and strainer with by-pass relief valve shall be installed in the water service pipe near the entrance to the building when the street water pressure exceeds 80 PSI in order to reduce the water pressure to 80 PSI or lower. The pressure reducing valve shall comply with applicable requirements of ASSE Standard #1003.
- The electric service location has to be approved by the Electric Department before installation. Service should be kept clear of any area where a deck might cover or this will have to be moved. Contact the Electric Department (630) 377-4407 for approval.
- All exterior doors must have a dead bolt lock with no less than a one-1-inch throw. "Single-cylinder dead bolt" means a dead bolt lock activated from the outside by a key and from the inside by a knob, thumb turn, lever, or similar actuator.



Memo

Date: **October 26, 2010**
To: **St. Charles Developers and Builders**
From: **Development Engineering Division**
(630) 443-3677 Fax: (630) 762-6922
RE: **As-Built Grading Surveys and Certificate of Occupancy Permits –
General Guidelines**

This memorandum is being sent to all current developers and homebuilders within the City of St. Charles. The intention of this correspondence is to clarify any misconceptions with the scheduling of lot as-built lot grading inspections and issuance of Certificate of Occupancy permits (CO).

The developer or builder shall schedule a final inspection with the Building and Code Enforcement Department. This schedule will then be forwarded internally to the Development Engineering Division. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Development Engineering Division Office will not schedule or perform Lot Grading inspections without the receipt of TWO as-built grading surveys.** The as-built grading survey may be submitted to the Building and Code Enforcement Department, or brought directly to the Development Engineering Division. If an as-built grading plan has not been submitted, the lot will not be inspected and the Certificate of Occupancy will be withheld.

NOTE: All erosion control, silt fence, silt blanket, and/or straw bales shall be in place at time of inspection.

After the grading inspection has been completed, the developer will receive a verbal approval, or a written notice of non-conformance from the Development Engineering Division. This notice will detail items to be corrected prior to approval. This notice will be sent to the developer or builder within a maximum of 48 hours after the inspection has been completed. A verbal notice will be provided if this cannot be accomplished within the time constraints.

The Development Engineering Division will issue conditional or temporary approval during winter months **only** if the following conditions are met.

- **ROUGH GRADING** must be in place and only minor issues, as determined by the Development Engineering Division, remain unresolved (i.e., small areas of ponding water, debris or material left on site or minor grading)
- The developer shall provide the City of St. Charles Development Engineering Division with a \$5,000 check as determined by the city, **for each lot**, as a financial guarantee for the completion of the outstanding items. The Development Engineering Division will send a reminder notice on May 15 of the following year (30 days prior to the winter expiration date). **Temporary Development Engineering approval during winter months shall expire June 15 of the following year.**

1. If a check is used, it shall be made payable to the City of St. Charles and have the subdivision name, lot number and street address written on the check. This check will not be cashed unless the developer or homebuilder fails to correct all items prior to the expiration of temporary Development Engineering approval.
2. The Development Engineering Division must receive the financial guarantee prior to the issuance of temporary approval or occupancy permit.

The Development Engineering Division will monitor the submission, release and execution of all financial guarantees relative to lot grading.

After the outstanding items have been corrected, the developer or homebuilder shall reschedule an inspection with the Development Engineering Division (630) 443-3677. This must be done a minimum of 24 hours in advance. The builder or developer will be notified of the inspection results.

- **Pass:** If the outstanding items have been corrected, to the satisfaction of the Engineer, the Development Engineering Division will return the financial guarantee with a letter noting Engineering Division Approval.
- **Fail:** A written or verbal notice will be supplied to the homebuilder or developer detailing all remaining deficiencies. (Items to watch for: B- boxes, clean outs to grade, erosion control devices in place.)

In the event that the improvements are not completed prior to the expiration of the temporary approval, the City of St. Charles will cash the check and use these funds to complete the improvements. The builder or developer will receive the remainder of the financial guarantee with an itemized invoice of work completed within thirty days (30) of completion of work activities. A 10% administrative fee will be added to the direct services provided.

Please contact the City of St. Charles Development Engineering Division with any questions or concerns at (630) 443-3677.

POLICY SUMMARY

RE: RESIDENTIAL AS-BUILT GRADING SURVEY/PLAN

The intent of the as-built grading survey requirements set for 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" = 50'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include location of foundation elevation change (upper and lower elevation at each change).
(Highlight lowest structure opening).
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. Identify 100-year floodplain and floodway lines, when applicable.
12. Depict drainage patterns and emergency overflow routes with arrows.
13. 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.

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The developer or builder shall schedule a final inspection with the Building and Code Enforcement Department. This schedule will then be forwarded internally to the Development Engineering Division. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Development Engineering Division Office will not schedule or perform Lot Grading inspections without the receipt of TWO as-built grading surveys.** The as-built grading survey may be submitted to the Building and Code Enforcement Department, or brought directly to the Development Engineering Division. If an as-built grading plan has not been submitted, the lot will not be inspected and the Certificate of Occupancy will be withheld.

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RESIDENTIAL ARCHITECTURAL DESIGN REVIEW STANDARDS AND GUIDELINES (FOR RT AND CBD-2 ZONING DISTRICTS ONLY)



COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

CITY OF ST. CHARLES

PROCESS:

Residential Architectural Design Review is conducted by Planning Division staff for new construction and alterations to single- and two-family dwellings in the RT Traditional Residential (RT-1, RT-2, RT-3, RT-4) and CBD-2 zoning districts. The purpose of this review is to help ensure compatible new development and redevelopment in the city's older residential neighborhoods.

Planning Division staff will review plans for compliance with the Design Standards and Guidelines. Any staff comments will be forwarded to the permit applicant. The comments will indicate whether any changes must be made to comply with the requirements, or whether additional information is necessary for staff to conduct the review. If any changes or additional information are required, the applicant must re-submit plans or provide the additional information to the Building Division.

SUMMARY OF REQUIREMENTS:

The Design Standards and Guidelines fall into seven categories:

1. Site Layout and Context
2. Garages
3. Massing and Proportion
4. Roofs
5. Architectural Details
6. Windows, Doors, and Entrances
7. Additions and Exterior Alterations

Standards and Guidelines are listed under each category. **“Standards” are specific requirements that must be met. “Guidelines” are meant to be applied with more flexibility.** If a proposal does not precisely follow a guideline, it may still be acceptable if the proposal meets the intent for that group of standards and guidelines.

Other applicable zoning requirements found elsewhere in the Zoning Ordinance are referenced.

MORE INFORMATION:

The Design Standards and Guidelines can be found below, and are located in Ch. 17.06, Section 17.06.060 of the Zoning Ordinance, accessed here: <http://www.stcharlesil.gov/sites/default/files/codebook/t17-ch06.pdf>

Any questions regarding the Design Standards and Guidelines can be directed to the Planning Division by calling (630)377-4443.

DESIGN STANDARDS & GUIDELINES

For single and two-family dwellings in the RT-1, RT-2, RT-3, RT-4, and CBD-2 only.

A. Site Layout and Context

Intent: To ensure building placement is compatible with neighboring properties and reflects the development pattern of the surrounding neighborhood.

Standards:

1. Buildings facades shall be oriented to the street. Front facades should squarely face the street and should not be set at an angle. However if adjacent homes are set at an angle the new home may be similarly sited.
2. Site grading shall be consistent with that of adjacent properties. The slope and elevation of the property shall not be altered in such a manner that results in an artificial change of grade.
3. The amount of front or exterior side yard covered by driveways shall be limited per Section 17.24.070.Z

Guidelines:

1. Setbacks (front, side, rear) should generally follow the averages for the block on which the new house is located. Front and exterior side yard setbacks may be reduced based on averaging of existing principal building setbacks along the street frontage of a block- See Table 17.12-2 for setback requirements.
2. Building and site layout should be compatible with existing topography and vegetation. Preservation of existing trees, particularly older growth trees, is recommended.
3. The coverage of driveways and parking areas in the front and exterior side yards should be minimized to the greatest extent possible.

B. Garages

Intent: To reduce the appearance and prominence of garages in order to maintain a pedestrian friendly streetscape.

Standards:

1. Garages shall meet the provisions of Section 17.22.020 Accessory Buildings and Structures, including but not limited to: requirement to provide access from a public alley; limitations on garage door width; and requirements to set back street-facing attached garages from the remainder of the building.
2. Detached garages shall be consistent with the architectural style of the house. Use of similar window styles, exterior materials, and trim detailing is required.

Guidelines:

1. Detached or rear-loaded garages are recommended. A Building Coverage bonus shall be provided where a detached garage or an attached garage accessed via an alley is provided. See Table 17.12-2.
2. Street-facing doors on attached garages should incorporate glass panel windows.
3. The use of individual bay doors (single stall) is preferred over double-wide doors, particularly for street-facing attached garages. Stepped back, separate garage doors should also be considered to further soften the impact of a street-facing attached garage.

C. Massing and Proportion

Intent: To reduce the appearance of mass and to encourage new houses to match the scale of the existing neighborhood.

Standards:

1. Buildings shall comply with the Bulk Requirements provided in Table 17.12-2 (including setbacks, building coverage, and building height).

Guidelines:

1. Scale, proportions, and height, should be compatible with adjacent homes and with the general characteristics of homes in the surrounding neighborhood. For example, effort should be made to limit the height, or reduce the appearance of height, of a two-story house constructed among single-story houses.
2. Simple building forms and shapes are encouraged.
3. The following methods may be incorporated to reduce the apparent mass of a home:
 - a. Step back portions of the home. For example, set the second story back a number of feet from the first story or add an unenclosed porch on the first story.
 - b. Use dormers to break up roof mass, if consistent with the architectural style of the home.
 - c. Incorporate horizontal design detailing to visually break up flat walls. Examples include wide skirt boards, mid-section trim between stories, frieze boards along roof eaves, partial or complete gable returns, or a change in siding or masonry patterns or materials.

D. Roofs

Intent: To encourage roofs and rooflines that add character and interest to a home, while blending with the roof forms found throughout the existing neighborhood.

Guidelines:

1. The form, pitch, and scale of roofs should be compatible with the surrounding neighborhood.
2. Roof form, pitch, and scale should match the architectural style of the house.
3. Simple gabled and hipped roof forms are preferred.
4. Eaves that extend a sufficient distance to create shadow lines are encouraged if appropriate for the architecture of the structure.
5. The roof of the garage and other accessory structures should mimic the roof of the house in both form and pitch.
6. Mansard and flat roofs should be used only if appropriate for the architectural style of the house.

E. Architectural Details

Intent: To promote architectural interest and design that complements the traditional building styles found in older neighborhoods.

Standards:

1. "360 degree architecture" is required, meaning that facades must be designed to be viewed from all directions. At a minimum, the same window types and similar trim detailing to the front elevation must be used on the side and rear elevations.

Guidelines:

1. Use of masonry should be consistent on all façades. Use of masonry on the front façade only is discouraged.
2. The use of exterior trim detailing is recommended. In addition to window casing, such detailing includes: wide vertical corner boards, skirt boards, frieze boards, and mid-section trim.
3. The limited use of decorative elements such as gable trusses, exposed rafters, arched doors and windows, quoins, pediments, etc. is encouraged, provided such elements do not overwhelm or clutter the home's appearance and are appropriate for the architectural style of the home.
4. All window openings should be articulated by window casing of at least four (4) inches if the primary wall material is siding.

5. Shutters should only be utilized where appropriate for the architectural style of the building. If shutters are used, they should exactly match the window size.
6. Chimneys should be masonry when located on a street-facing elevation.

F. Windows, Doors, and Entrances

Intent: To promote an inviting presence that contributes to the pedestrian friendly character of the neighborhood.

Guidelines:

1. The home's primary entrance should be located at the front of the house, facing the street.
2. The front entry should be the predominate feature on the front elevation. Multi-story entry features should be used only when architecturally appropriate.
3. Open, full-width front or wrap-around porches are recommended to emphasize the front entrance. Porches should be at least six (6) to eight (8) feet in depth and constructed in a manner so as to be fully functional. Porch detailing should be consistent with the architecture of the house.
4. Unenclosed Porches are permitted to encroach up to eight (8) feet into the front, exterior side or rear yards. Unenclosed porches are not included in the calculation of Building Coverage. For the definition of an Unenclosed Porch vs. Enclosed Porch and Building Coverage, see Ch. 17.30. For information on permitted yard encroachments, see Section 17.22.030.
5. Windows should be incorporated on all elevations.
6. Window openings and panes should be similarly proportioned throughout.
7. Windows should be placed in a manner that creates a balanced elevation on all sides of the house.
8. Double-hung or casement windows are preferred. The use of fixed and large, undivided pane windows should be limited.
9. The use of window muntins (divides) should be consistent for all windows.
10. The style of windows and doors (particularly the front door) should complement the architectural style of the house.
11. In addition to window casing, design elements such as window muntins (divides), window sills, and head trim, should be incorporated if such details are appropriate for the architectural style of the house.

G. Additions and Exterior Alterations

Intent: To ensure additions and exterior alterations are complementary to the existing home and blend with the neighborhood.

Standards:

1. Additions and exterior alterations shall abide by the applicable standards and guidelines in Section 17.06.060 A-F.

Guidelines:

1. Additions should match the scale and mass of the original structure.
2. Additions and exterior alterations should match the existing house in exterior materials, color, architectural style and detailing, window proportion and type, and roof form, pitch, and color.

Kane County Road Improvement Impact Fee

Please contact the County to determine if your project requires that an Impact Fee be paid. See additional information below for further details:

General Information:

In accordance with Kane County Ordinance No. 12-100 (are hereinafter collectively referred to as the "Ordinance"), all persons, corporations, organizations, or other legal entities undertaking New Development, as defined by the Ordinance, within the boundaries of Kane County are required to pay an Impact Fee. New Development shall have the same definition as set forth in the Highway Code (605 ILCS 5/5-903). In addition, it shall constitute a structure or group of structures that require submittal of plans to and development approval by a municipality, including a final development plan, a final subdivision plat, a conditional or special use permit or a building permit. New development may also be defined through the terms of an impact fee payment agreement. A detailed definition of "New Development" can be found in Section Three of the Ordinance.

Residential New Development

Residential New Development typically involves structures designed for human habitation. Each dwelling unit within a structure shall be assessed an impact fee. Additions to or modifications of existing dwelling units that do not generate additional traffic are not required to pay an impact fee, but are nonetheless required to submit a completed impact fee application. Construction of accessory buildings to residences (garages, storage sheds, fences, gazebos, decks, pool houses, and the like) are not required to pay an impact fee, as long as no additional dwelling units are constructed.

Non-Residential New Development

Impact fees are required for construction of and additions to nearly all non-residential buildings. Exceptions are based on whether the resulting building space could be expected to generate additional vehicular traffic, whether immediately or at some point in the future. Non-residential buildings that do not generate additional traffic include unattended parking garages and utility facilities that are not staffed on a regular basis (electrical substations, cellular towers and the like) but are nonetheless required to submit a completed Impact Fee Application. Non-residential building additions will be assessed a fee based on square footage, even though the developer may claim that he does not plan to add more employees, or that the addition is to be used only for storage.

Payment Location and Contact Information

Kane County Division of Transportation
Jerry Dickson- Impact Fee Program Coordinator
41W011 Burlington Road
St. Charles, Illinois 60175
Office Hours: 7:30 a.m. - 4:30 p.m.

Email: dicksonjerry@co.kane.il.us
Direct Line: (630) 845-3799
Fax: (630) 587-2474

Additional Information and Fillable Application Can Be Found at the Kane County DOT's Website:

<http://www.co.kane.il.us/DOT/impactFees.aspx>

Road Impact Fee Application – Instructions – Please read carefully before completing

General:

In accordance with Kane County Ordinance #07-232, all developers of new development in the County shall pay an impact fee to the County.

This form is available as a fillable .pdf form on the County's website at www.co.kane.il.us/dot/roadimpact. You may download this form and use the free Adobe Acrobat Reader software to fill out and print the form. After printing, sign, date and either mail or fax the form to the Kane County Division of Transportation. If you have the full version of Adobe Acrobat or another pdf editor, you can save the completed form with a digitized signature and e-mail it to the Division of Transportation. **DO NOT SEND PAYMENT.** Upon receipt of the completed application, the County will assess the impact fee and respond to the contact identified on the impact fee application. Additional information can be found in the Impact Fee Procedures Guide, which can be found on the County's website.

I. Applicant Information

- Please complete all fields
- The contact should be a person who can answer questions regarding the application
- Please provide an e-mail address to facilitate communications regarding the application

II. Property Information

- Provide lot#, block# and subdivision name as applicable for recorded subdivisions or PUD's
- Section, township and range information can be found on your plat of survey. You must include a copy of the plat of survey with your completed impact fee application
- New development that received "Site Specific Development Approval" prior to January 1, 2008 will be assessed an impact fee under Kane County Ordinance #04-22, which generally results in a lower fee. Site specific development approval generally refers to the approval of a preliminary plat of subdivision, preliminary PUD plat, or preliminary development plan by a unit of local government, provided the final plat or plan is consistent with the preliminary plat or plan. Please provide the date of the board or council meeting at which the document was approved, and a copy of the document.

III. Principal Building Use

- Unless a building has both residential and non-residential areas, please check only one box
- The principal use of the building should be identified. For example, an industrial building with a nominal amount of office space would be considered industrial, and the office portion should be included in the gross square footage of the building. A multi-unit retail building that could include a restaurant would be considered general retail. Buildings located on outlots in a retail center should be identified by the principal use of the building
- Land use definitions can be found in the Procedures Guide, which is available on the County's website.
- For non-residential buildings, provide a copy of the site plan, the building floor plan for each floor, and a letter from the architect certifying the square footage of the building.

IV. Optional Data for Assessment

- In accordance with Kane County Ordinance #07-232, the following uses are exempt from payment of an impact fee: (1) Alteration of an existing dwelling unit where no additional dwelling units are created and the use of the unit is not changed; (2) The internal alteration of a non-residential unit of less than 25,000 square feet where (a) no additional useable square feet of space are added, (b) where the construction or expansion of square footage does not require a zoning change, or (c) where the alteration is required by the County's or a Municipality's building code; (3) The construction of accessory buildings which are not dwelling units and which do not constitute an increase in intensity of use; (4) The replacement of a destroyed or partially destroyed building with a new building of the same size and use; (5) Publicly owned and operated school buildings; (6) Public buildings owned, operated and occupied by government agencies; (7) Temporary structures; (8) Affordable housing; and (9) Private schools. Even though these uses are exempt, an impact fee application must still be submitted (for specific requirements, see the Procedures Guide).
- If the applicant has previously entered into an Impact Fee Payment Agreement or Improvement Credit Agreement with the County, and desires to apply credits against this application, please so note and identify the agreement number.
- Buildings solely owned and solely occupied by a 501(c)(3) charitable organization may be eligible for a reduction in impact fee, if the subject building qualifies. See the Procedures Guide for documentation requirements.
- If there are existing buildings on the development site that are to be demolished, the development may be eligible for demolition credits. See the Procedures Guide for documentation requirements.
- If the development is a mixed-use development and meets other stringent traffic management requirements, it may qualify for the impact fee discount program. See the Procedures Guide for program requirements.

Kane County Division of Transportation
 41W011 Burlington Road
 St. Charles, IL 60175
 Phone: (630) 845-3799 Fax: (630) 587-2474
 philipsmary@co.kane.il.us

(FOR OFFICE USE ONLY)
DATE RECEIVED:
APPLICATION #:

Road Impact Fee Application – Please read instructions on back before completing

Applicant Information (please type or print clearly)								
Name:								
Address:								
City, State, Zip:								
Contact:		E-mail:						
Phone:		FAX:						
Property Information (please answer all):			<i>Attach a copy of the plat of survey to the Application</i>					
Lot:	Block:	Subdivision:						
Quarter/Half Sec:	Section #:	Township #:	Range #:					
Tax Parcel Index Number(s) (e.g., 09-01-100-014):								
Site Address:								
Building Permit Issuing Agency:			Development Approval Date:					
Principal Building Use (please check one per Application)								
Residential		Number of Dwelling Units:		Non-residential		Gross Sq. Ft. of Bldg.:		
Single Family Detached				General Retail				
Single Family Attached				Supermarket				
Multi-Family Attached				Convenience Market				
Age-restricted Housing				Service Station	Number of fueling positions:			
General Office				Medical-Dental Office				
Office Park				Business Park				
Warehousing/Distribution Terminal				Light Industrial/Industrial Park				
Fast Food Restaurant				Other Restaurant				
Day Care Center				Hospital	Number of beds:			
Nursing Home		Number of beds:			Hotel/Motel	Number of rooms:		
Religious Institution				Other (specify):				
Optional Data for Assessment (attachments required)								
New development is an exempt use (Identify):						Advance payment under Impact Fee Agreement		FA#:
New development will be solely owned and solely occupied by a charitable organization						Existing building(s) on site to be demolished – applying for impact fee credit		
Apply to credits under Credit Agreement		CA#:			Applying for Impact Fee Discount Program			
Remarks:								

Signature: _____

Date: _____



Electric Service Application – New Service/Upgrade

(Each individual service will require a complete and separate application)

Name: _____	Phone: _____
Original Signature: _____	Fax: _____
Contact Name: _____	Phone: _____
Application Date: _____	Requested Service Date: _____
Note: This application will be null and void if work is not completed within 6 months from said application date.	

Existing Building	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	_____ 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial: Multi Family	_____ 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	estimated # of units _____	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Other	

Service Panel:
Present Rating (amps) _____ Proposed Rating (amps) _____ Proposed Connected KW: _____
Present Peak KW (Demand) _____ Estimated Peak KW (Demand) _____

SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address: _____

Subdivision: _____ Lot # _____ Real Estate Permanent Tax # _____

Legal Description (attach sheet if necessary): _____

Record Titleholder of property: _____

If property is held in trust, identify beneficial owner (s): _____

Address: _____

CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name: _____

Street Address: _____

City/State/Zip _____ Phone: _____

Authorized representative or agent: _____

Title: _____ Phone: _____

Note: Only Cash or Check can be used for payment.

BUILDING DIVISION OFFICE USE

Application Accepted By: _____

Date Application Received: _____

Date Payment Received: _____

Method of Payment: _____

Building Permit No.: _____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by: _____

Date: _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
Total Amount of Charges:		_____	_____

Electric Project No.: _____

CITY OF ST CHARLES
Application for Building Permit for New Residential



Department: Building & Code Enforcement Division
Phone: (630) 377-4406 Fax (630) 443-4638

Application Date: _____ Parcel No. _____ Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Lot No. _____ Subdivision: _____

Description of proposed work: _____

Square feet of building: _____ Estimated Cost: _____

No. & Size of electric meter _____ No. & Size of water meters _____

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.
- Is your property located in the RT or CBD Zoning District? If yes your application and plans are to have an Architectural Consult Meeting with our Planning Division before we can issue your permit.
- Building Permit Application – Completely Filled Out.
- Two-2 Copies of Plat Of Survey– Show yard setbacks to all of your lot lines and proposed top of foundation.
- Two-2 sets of drawings that show all interior and exterior construction details.
- Documentation of the U Factor rating for the windows and the doors is required at time of submittal.
- ResCheck document is required at time of submittal.
- Electric service application – Completely Filled Out.
- Letter of Intent - If any plumbing is being conducted by anyone other than the owner who lives at the property, a Letter of Intent from the Plumbing Contractor is required. The letter must be on company letterhead indicating they are the plumbing contractor conducting the plumbing work for this job and be notarized or stamped with plumbing company seal.
- A copy of the Plumbing Contractor's Illinois State Plumbing License and their Illinois State Contractor License.
- 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.
- Submittal fee of \$130.00 either in cash or check payable to the City of St. Charles.

Owner of the Property:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Applicant:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

General Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Electrical Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

**Application - New Residential
New Construction -Page 2**

Plumbing Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Telephone NO. _____
 Illinois License No. _____

Roofing Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Telephone NO. _____
 Illinois License No. _____

Concrete Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Telephone NO. _____

HVAC Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Telephone NO. _____

Sewer & Water Contractor:

Name: _____
 Address: _____
 City/State/Zip Code: _____
 Telephone NO. _____

Contractor: _____

Name: _____
 Address: _____
 City/State/Zip Code: _____
 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: _____

For Office Use

Received _____
Fee Paid \$ _____
Receipt # _____
Check # _____

Copies of application distributed to:

Electric: _____	Development Engineering: _____	Fire: _____
Planning: _____	Engineering/PW: _____	Sewer: _____
Water: _____	Historic Preservation: _____	