

City of St. Charles Residential Alteration or Addition



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 alteration or addition to a residential structure.
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.
- ▶ If you are upgrading or adding a new electric service this application is also attached for you to complete and submit with the drawings and the building application.
- ▶ Two (2) sets of drawings showing the construction details of any alteration or an addition are to be submitted with the application.
- ▶ If any of the windows are being replaced or new windows installed, a copy of the documentation of the U-factor is required with the submittal.
- ▶ For an addition – two (2) copies of the plat of survey 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.
- ▶ If there is any plumbing being done on your project the work may be done by the owner and occupant. 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 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 information on the setbacks for your particular zoning, please contact a Building Inspector at the Building and 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.

- For an alteration the submittal fee is **\$130.00**
Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.

Alteration is based upon estimated cost:

\$4,001 to \$24,000 at \$6.75 each/1,000

\$24,001 on at \$3.10 each 1,000

- For an addition the submittal fee is **\$130.00**
Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.

Additions:

\$.28 per square foot up to 10,000 square feet

⇒ **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 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.

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.
- Footings or trench foundations are required for additions, screened-in porches, etc
- Vapor barrier is required under all concrete slab floors.
- 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 (When basement is finished an additional smoke detector is required in the furnace room). This is the only item that the Building Code requires to be updated when work is performed.
- 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.
"Sliding door dead bolt" means a single dead bolt, which after penetration of the strike, expands or is pivoted hook-type to resist sliding of the door by force.

Consultation Meeting:

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.

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.

Inspections:

The following is a list of inspections that might be required for your project and the amount of time needed to conduct the inspection.

- **Footing** – Approximately one-half hour.
- **Foundation** - Approximately one-half hour.
- **Exterior House Wrap** - Approximately one-half hour.
- **Framing** – Approximately one-hour. This inspection is usually conducted the same time as the electric.
- **Electric** - Approximately one-hour. This inspection is usually conducted the same time as the framing.
- **Underground Plumbing** – Approximately one-hour.
- **Slab** - Approximately one-half hour
- **Rough Plumbing** – Approximately one-hour
- **HVAC/Mechanical** - Approximately one-half hour
- **Duct Tightness Test** - Approximately one-half hour
- **Insulation** - Approximately one-half hour
- **Final** - Approximately one-hour

Building Codes:

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

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

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. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.
- ✓ 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)**
 - Electric Utilities Red
 - Comcast (Cable) Orange
 - Northern Illinois Gas (NICOR) Yellow
 - Sewer Utilities Green
 - Telephone Utilities Orange
 - Water Utilities Blue

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.



Electric Service Application – New Service/Upgrade
(Each individual service will require a complete and separate application)

Name: _____ Phone: _____

Original Signature: _____ Fax: _____

Contact Name: _____ Phone: _____

Email: _____

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

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 _____ Estimated Cost: _____

Description of proposed work: _____

Square feet of building: _____ 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 (If Applicable – Show yard setbacks to all of your lot lines and
- For an addition - 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 interior and exterior construction details.
- If windows are being installed/replaced, a copy of documentation of the U-Factor rating is required with the submittal.
- Electric service application – only if the existing electric service is being upgraded or new electric service.
- 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 sealed with the 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, only 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. _____

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Plumbing Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Illinois License No. _____

Concrete Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Roofing Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Illinois License No. _____

HVAC 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: _____	