

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

DETACHED GARAGE PERMIT APPLICATION

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

CONTRACTOR INFORMATION (If applicable)

Contractor Type: _____

Business Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

OTHER CONTACT INFORMATION (If applicable)

Contact Type: _____

Business Name: _____ Contact Person: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL INFORMATION

Estimated Value of Work: _____ Applicant (check): Property Owner Contractor Tenant
 Other: _____

I have read & understand the attached fact sheet. Initial: _____ Date: _____

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: _____ Date: _____

Applicant Name & Title (please print): _____

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For Office Use Only

Submittal Checklist: Application Complete Submittal Checklist Submittal Worksheet

Permit #: _____ Date Received: _____ Received By: _____ PIN: _____

DETACHED GARAGE PERMIT WORKSHEET

DESCRIPTION

Garage Exterior Dimensions: _____ by _____ Total Square Footage: _____

Distance from House: _____ Garage Height: _____

Distance from Side Yard: _____ Distance from Rear Yard: _____

Additional Comments: _____

SUBMITTAL CHECKLIST

- Plat of Survey showing all existing structures and the location of the proposed detached garage
 - Detailed site plan with dimensions
 - Detailed construction plans (framing, roofing, foundation, electric, gas)
 - Manufacturer's specifications and/or brochures if installing a factory made item, such as pre-engineered trusses or beams
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Village of South Elgin

Detached Garage/Carport Permit Fact Sheet



MINIMUM REQUIREMENTS:

Zoning:

1. The total footprint area of all structures on a property cannot exceed a maximum lot coverage determined by the zoning ordinance which is based on total lot size and location of the property. *154.016B*
2. A detached garage/carport must be located **at least** seven and one-half (7 ½') feet from any rear and side yard lot line, except in a R-4 district where the side yard setback shall be the same as for the primary structure. *154.045C2a*
3. No detached garage/carport may be located less than ten feet from the principal structure or another accessory structure on the lot. *154.045C2c*
4. A detached garage/carport must be in a rear yard. *154.045B2*
5. No detached garage/carport shall be constructed, occupied or established on any public utility, drainage, or pipeline easement. *154.045A6*
6. One detached garage/carport is allowed per single family lot. *154.045D4b*
7. Maximum size of a detached garage/carport is 1,200 square feet or eight (8%) percent of the lot area, **whichever is less**. *154.015D4A*
8. The maximum height of a detached garage is 15' measured from the peak. *154.045C2b*
9. A continuous hard dust-free surface shall be provided between any garage or carport and the adjoining public right-of-way or alley. A separate driveway permit is required. *154.045 D4c*

Building:

1. J.U.L.I.E. (811) must be notified two (2) working days prior to digging.
2. Garages over 600 sq. ft. require foundation walls and footings forty-two inches below grade. Grade beam (extending no less than 12 inches below grade) monolithic pour with slab may be used as foundation on light-frame one-story structures not exceeding 600 sq. ft. Note: Subject to final approval based on soil conditions. *R403.1.4.1*
3. The installer is responsible for following manufacturer's specifications.

Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.

PERMIT FEE:

1. \$90, which includes the required inspections. Payable when permit is issued.
2. \$75 fee, if a reinspection becomes necessary.

INSPECTION REQUIREMENTS:

1. A pre-pour inspection is required after foundation/slab form work & prior to pouring any and all concrete.
2. A rough inspection is required prior to closing the interior walls. Electrical & Gas piping inspection is required, where applicable.
3. A final inspection is required when the work is complete. Failure to schedule an inspection will result in penalties.

SUBMITTAL REQUIREMENTS:

1. Complete, sign, and date the permit application.
2. Provide a detailed site plan with dimensions.
3. Provide a plat of survey (11" x 17" max.) showing all existing **structures**.
4. Provide detailed construction plans (International Residential Code).
5. Provide manufacturer's specifications and / or brochures if installing a factory made item such as pre-engineered trusses or beams.

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.