

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

PATIO 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

Submission Checklist: Application Complete Submittal Checklist Submittal Worksheet

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

PATIO PERMIT WORKSHEET

DESCRIPTION

Patio Material: _____

Patio Dimensions: _____ by _____ Total Square Footage: _____

Is patio attached to or next to house? Yes No Type of Flashing: _____

Are there any stairs or steps included in the project? Yes No If Yes, how many? _____

Are there any walls included in the project? Yes No If Yes, how many? _____

Additional Features: Gas Electric None Other: _____

Additional Comments: _____

SUBMITTAL CHECKLIST

- Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed structure, including walls or seats (with dimensions).
-

Village of South Elgin
Patio Permit Fact Sheet



MINIMUM REQUIREMENTS:

Zoning:

1. The total footprint area of all structures (house, pools, sheds, decks, patios, sidewalks, driveways, etc.) 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. Patios open to the sky shall be located in rear, side or interior corner side yards only. *154.045B2*
3. Patios under a permanent roof must be located in the rear yard only. *154.045B2*
4. No patio shall be constructed, occupied or established on any public utility, drainage, or pipeline easement. *154.045A6*

Building:

1. Corrosion-resistive flashing must be provided, as needed, to prevent entry of water into the structure. *R703.1.1*
2. Surface drainage must not be adversely affected. *R401.3*
3. Maximum stair height is seven and three quarter inches (7 ¾"). Minimum tread width is ten inches (10"). *R311.7.4*
4. J.U.L.I.E. (811) must be notified two (2) working days prior to digging.
5. Gas or electrical features require a separate permit. *R105.1*
6. 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. \$30, which includes the required inspections. Payable when permit is issued.
2. \$75 fee, if a reinspection becomes necessary.

INSPECTION REQUIREMENTS:

1. A final inspection is required when the work is complete and site is cleaned.

Failure to schedule an inspection will result in penalties.

SUBMITTAL REQUIREMENTS:

1. Complete, sign and date the permit application.
2. Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed structure, including walls or seats (with dimensions).

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.