

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): _____

(OVER – Go to Page 2)

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 maximum proportion of the gross area of a lot occupied by surfaces that do not allow stormwater infiltration cannot exceed the maximum primary lot coverage for the applicable zoning district. *156.06B*
2. No accessory structure shall be constructed prior to the construction of the principal building to which it is accessory. *156.07D1a*
3. Accessory structures shall not be allowed in any easement. *156.07D1b*
4. Accessory structures shall be located a minimum of five feet from any lot line. *156.07D1c*
5. The maximum height of an accessory structure shall be 20 feet. *156.07D1d*
6. Accessory storage buildings are allowed in the interior side yard and rear yard. *156.07D3a1*
1. A maximum of two accessory storage buildings are allowed per lot in the R-1, R-2, and R-3 Districts. *156.07D3a2*
2. All off-street parking lots, loading areas, drive-thru facilities, and driveways shall be constructed using a hard surface, all-weather, dustless material. A separate driveway permit is required. *156.08A3*

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.