

City of St. Charles Attached Garage



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<http://www.stcharlesil.gov>
permits@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 an attached garage. The following are guidelines and requirements for obtaining a building permit.

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No- If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- A Building Permit Application** – Completely Filled Out.
- Five (5) copies of the plat of survey** to scale showing the location of the garage and the measurements to all of the lot lines, also indicate on the survey the route of the Electric Service Line running to the house.
- Five (5) copies of plans** shall include sufficient detail to demonstrate compliance with Building Codes and Ordinances. The drawings shall be as accurate as possible, include dimensions, walls, receptacles, switches and lighting. Framing details shall include a typical wall detail, header sizes, beam and column sizes and if engineered lumber is specified, the manufacturers Sizing Tables.
- Two (2) Copies of a Final Grade survey - For building additions 150 square feet of larger** must be submitted no less than five (5) working days prior to the final inspection. Development Engineering will review this survey. Please call Development Engineering At (630) 377-4443 should you have any questions.
- Submit Grading Certification Form.**
- See the attached form for contractor requirements.**
- If you are upgrading the electric service, changing the panel or installing a new electric service, this application is also attached for you to complete and submit with the drawings.
- Submittal fee of **\$400.00**, to be submitted with the complete application payable by Cash, Check or Credit Card. Credit Cards may only be accepted in our office. Applications will not be accepted for review without payment.

***Applications missing submittal items will not be accepted**

Building Codes:

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

- St. Charles Municipal Code
- 2020 National Electric Code w/ amendments
- 2021 International Residential Code w/ amendments
- 2021 International Fuel Gas Code w/ amendments

- 2021 International Energy Conservation Code w/ amendment

Attached Garage Requirements:

- If there is any plumbing being done on your project, a copy of the plumbing contractors Illinois License Registration and an original notarized “Letter of Intent” signed by the plumbing contractor. If you, the homeowner, are completing all the plumbing work, a notarized “Letter of Intent” signed by you is required stating you will reside in this home as your sole residence for at least six months.
- Drawing showing how new electric will be run to the garage and material used.

Zoning Requirements:

- For information on your particular zoning, please contact Planning at cd@stcharlesil.gov or 630-377-4443.
- If your property is located in any of the RT or CBD-2 zoning districts and your project involves any exterior alterations, additions, or detached garages, there are Architectural Design Guidelines in Section 17.06.060 of the Zoning Ordinance.
- Provide building coverage calculations per your Zoning District on additions. This includes attached garages and enclosed porches, and accessory buildings including detached garages and any other enclosed accessory building in excess of 150 square feet. Building coverage shall also include cantilevered portions of a building that extend beyond the footprint of a structure, including portions cantilevered over an open front porch. Building coverage shall not include unenclosed porches, decks, or unenclosed accessory structures such as gazebos, swimming pools, or tennis and sports courts.
- Private garage for one and two family dwellings shall conform to the applicable yard and setback requirements of the District as modified by Table 17.22-3, but in no event shall a garage for a one or two family dwelling be located closer to any street right of way than 15 feet.
- If a one or two family dwelling lot abuts a paved public alley, any detached or attached private garage shall be constructed so that access is from the public alley.

Engineering Submittal requirements:

- a) For Building additions smaller than 150 square feet – submit a Grading Certification form.
- b) For Building additions 150 square feet or larger – submit an Engineering Plan.
See submittal checklist for requirements.
 - Stormwater Permit Application is required for land disturbing activity resulting in 5,000 square feet or greater.

General:

- 1) Please see our website (www.stcharlesil.gov), City Code Book, Title 15, Chapter 15.40
- 2) The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed.
- 3) 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. This is the only item that the Building Code requires to be updated when work is performed.
- 4) Firestop shall be done at the frame inspection.
- 5) 20 min. rated door to garage with self-closing hinges.
- 6) 5/8” Fire rated drywall.
- 7) Footings (“8x18” on 8” wall, 10”x20” on 10” wall).
- 8) All electric is to be GFI protected.
- 9) If electric is provided at least one wall switch controlled lighting outlet shall be installed in the garage.
- 10) Footing and wall is to be pinned to existing house wall.

11) 4" gas curb is required between the house and garage.

Call (630) 377-4406 to schedule Building Inspections at least 24-48 hours before the inspection is needed. Inspections will be scheduled based on availability.

Call J.U.L.I.E. (811) or (800) 892-0123 Before you Dig – Prior to any digging to locate any underground utilities.

ENGINEERING PLAN SUBMITTAL

The engineering plan shall be prepared, signed, and sealed by a Licensed Professional Engineer. This does not apply to lots that have been pre-engineered, where the design has been approved under a master engineering plan. For pre-engineered lots, the submittal shall demonstrate conformance to the approved master engineering plans.

Existing Conditions

- Scale (minimum size) is 1" = 20'
- North arrow
- Lot dimensions, legal description of property, site address
- Site Benchmark (NAVD88 datum)
- Existing topographic survey
 - Contours at 1' intervals. Include existing contours within 25' of the site in all directions.
 - Spot elevations at property corners, side and rear lot lines (25' minimum spacing), break points, drainage swales
 - Top of curb, edge of pavement, centerline pavement elevations within right-of-way
- Existing structures (fences, sheds, retaining walls, sidewalks, driveways, etc.)
- Adjacent structures, including top of foundation elevation
- Existing utility infrastructure, including watermain, sanitary sewer, storm sewer, electric, cable
 - Include rim and invert (or top of pipe) elevations and pipe size
 - Locate the nearest storm sewer structure(s) to the site
- Existing trees and size. Identify if trees are to be removed or protected
- Existing easements
- Existing wetlands, floodplain, overland flow routes

Proposed Improvements (include Existing Conditions overlay)

- Proposed structure footprint including dimensions
 - Include any porches, patios, service walks
 - Include top of foundation elevation (include all top of foundation elevations on a stepped foundation), top of garage floor elevation, top of window well elevations
 - Include building setback dimensions
- Proposed driveway dimensions, proposed slope, spot grades, and pavement composition (concrete, asphalt, brick paver)
- Proposed grading contours at 1' intervals, shown overlaying existing grading contours.
 - Include proposed elevations at building corners
 - Include spot grades as necessary to construct proposed swales, drainage features, berms, high and low points, etc.
 - Depict overland flow routes with arrows and proposed slope percentages
 - Ground slope - 4:1 maximum and 2% minimum
 - Driveway slope – 8% maximum and 1% minimum

- Proposed utility services
 - Water – Minimum 1” Type K copper
 - Sewer – Minimum 6” SDR 26 PVC
- Proposed footing drain sump pump shall connect to public storm sewer system. Show routing, pipe size, slope, connection method.
- Proposed down spouts shall discharge onto the ground, and day light,
 - minimum of ten (10) feet from any public Right of Way
 - minimum of five (5) feet from any property line, or half the distance of the side yard setback, whichever is greater.
 - Discharge shall not be located in a front yard setback
- Proposed easements (if applicable)
- Erosion Control Plan
 - Proposed location of silt fence, tree protection, inlet and pipe protection, and any other erosion control measures necessary

Codes and Manuals

- City Code Title 18 - Stormwater Management Ordinance
<https://codebook.stcharlesil.gov/title-18>

- Kane County Stormwater Management Ordinance
<https://www.countyofkane.org/FDER/Documents/waterOrdinances/adoptedOrdinance.pdf>

- City of St. Charles Engineering Design & Inspection Policy Manual
<https://www.stcharlesil.gov/departments/public-works-engineering/policy-manual>



AS-BUILT SURVEY CHECKLIST

An As-Built Survey is a topographical survey of the construction site, as finally graded, prepared, and certified by a professional land surveyor or a registered professional engineer, and shall be submitted to demonstrate compliance with approved plans, and that adequate provisions for drainage have been constructed.

The intent of the as-built grading requirement is to obtain a record document of a 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" = 20'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include all top of foundation elevations on a stepped foundation. Identify the lowest opening elevation.
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. Depict drainage patterns and emergency overflow routes with arrows.
12. Signature and seal of an Illinois registered land surveyor

Deviation from Approved Plans: If there are deviations from approved plans, the site shall be revised to comply with the approved plans, and the survey shall be updated and resubmitted. Alternately, the Development Engineer may approve revisions to the approved plans, subject to the builder or developer having a Licensed Professional Engineer render an opinion and certify the as-built is in compliance with all applicable code requirements.



GRADING CERTIFICATION FORM

We, the below listed signees, acting as owners of the below listed property and on behalf of _____ (contractor responsible for grading), verify the following:

1. We will provide positive drainage, within the City of St. Charles grading requirements of **2.0% minimum slope to 4:1 maximum slopes**, to drain around the structure to be installed on said property.
2. If easements exist, we certify that the structure, or associated grading **will not be installed within any easements.**
3. If no easements exist, we certify that the structure, or associated grading **will not be installed within 10-feet of a side yard lot line or within 10-feet of the rear yard lot line.**
4. As part of this grading, we will not adversely affect any of our neighbors' property.

If the criteria listed above is not met, the applicant would need to submit a detailed grading plan for review and approval and this form shall not be used.

Street Address: _____

PIN Number: _____

Signed: _____
(contractor responsible for grading)

Dated: _____

Signed: _____
(property owner)

Dated: _____

Signed: _____
(property owner)

Dated: _____



*Two East Main Street
St. Charles, IL 60174
630.377.4400*

The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit.

GENERAL CONTRACTORS

All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident.

Work in City Right of Way/Public Property

- Commercial general liability insurance with limits not less than:
 - \$1,000,000.00 for property damage resulting from any one incident.
 - \$2,000,000.00 general aggregate.
 - \$2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than \$1,000,000.00.
- Automobile liability limits of not less than \$1,000,000.00.
- List the City of St Charles as the certificate holder

PLUMBING CONTRACTORS

- Plumbing contractors must be licensed in accordance with State statutes (055 license)
- Provide a copy of the plumber's photo ID license and Letter of Intent

ELECTRICAL CONTRACTORS

- Surety company bond payable to the City in the penal sum of \$10,000
- Electrical contractors must be licensed in a municipality in Illinois and provide evidence that such license is in good standing.

BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000
- List City of St Charles as certificate holder.

ROOFING CONTRACTORS

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing
- Commercial roofing contractor must provide a copy of unlimited roofer's license.

WATER & SEWER CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

EXCAVATOR

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

HVAC

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors

CITY OF ST CHARLES
Application for Attached Garage
Department: Building & Enforcement Division
Phone: (630)377-4406



Date: _____

Permit No. _____

PLEASE PRINT ALL INFORMATION

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

located at _____ Estimated Cost: _____

Square footage of attached garage: _____ Description of proposed work: _____

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No- If yes, you will need to file a COA application, and plans will need to be reviewed by the Historic Preservation Commission.
- Building Permit Application – Completely Filled Out.
- Engineering Submittal a) For building additions smaller than 150 square feet – submit a signed Grading Certification Form; OR b) For building additions 150 square feet of larger – submit Two (2) copies of an Engineering Plan.
- Two (5) Copies of Plat Of Survey – Show yard setbacks to all of your lot lines.**
- Five (5) sets of drawings that show all interior and exterior construction details.**
- See the attached form for contractor requirements.**
- If any work is being conducted in the City right-of-way or street, please include all documents.
- Submittal Fee is **\$400.00**, Submittal fee is due at time of submittal. **PAYABLE BY CASH, CHECK TO THE CITY OF ST. CHARLES OR CREDIT CARD (IN OUR OFFICE ONLY).**

- **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Owner of the Property:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Applicant:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

General Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

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: _____

Building Division Approval:

Signed _____

Date: _____