

City of St. Charles

Deck – Gazebo – Pergola – Patio



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 a deck, gazebo, pergola or outdoor patio. 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.
- One (1) Copy Building Permit Application – Completely Filled Out.
- Four (4) Copies of Plat of Survey to scale showing the location of the DECK 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.
- Four (4) sets of drawings that show all construction details.
- See the attached form for contractor requirements.**
- Submittal fee of **\$125.00**, 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.
- Homeowner's Association Approval Letter, where applicable.

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

Building Codes:

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

- St. Charles Municipal Code
- 2020 Nat'l Electrical Code w/amendments
- 2021 Int'l Residential Code/amendments

Zoning Requirements:

- Decks, pergolas & Gazebos are not allowed in an easement.
- Patios are not allowed into a landscape buffer.
- Rear yard- Raised and on grade level patios are allowed 3-foot from the lot line in the RT district.

- Interior side yard- Raised and on grade level patios are allowed 3-foot from the lot line in the RT district.
- Front, exterior side yards and rear yards of through lots- Raised patios are not allowed, 8-foot maximum allowed into the setback for on grade level patios in RT districts.

Patio Requirements:

- Water run off (drainage) shall not drain onto or collect on neighboring property. A drainage system may be required.
- If the rise/step from the patio is more than 7 ¾", a landing is required:
3-foot x 3-foot minimum landing required on the exterior side of a door, not more than 7 ¾" below the top of the threshold and a slope not to exceed ¼" per foot. If a door (with the exception of a storm/screen door) swings out over the landing, the landing shall not be more than 1 ½" below the top of the threshold. All steps down from the landing shall not exceed 7 ¾" rise (all the same) and not less than 10-inches of tread. Less than 30-inches from grade or patio does not require handrails or guardrails.

Deck Requirement:

- One half (1/2") inch lag bolts into ledger board maximum two feet (2' 0") on center and alternating high and low on ledger.
- Guardrails are required when a floor surface is located thirty (30") inches (762 mm) above finished grade and not less than thirty-six (36") inches (914 mm) vertically from the finished floor.
- Handrails are required on open sides of stairs when there are 4 or more risers.
- For handrail the ends shall be returned or shall terminate in newel posts or safety terminals.
- Handrail grip size. The handgrip portion of handrails shall have a circular cross section of 1-1/4 inches (32mm) minimum to 2-inches (67 mm) maximum.
- The riser on the steps shall be no greater than 7-3/4 inches with the greatest riser height not to exceed the smallest by more than 3/8 inch and the tread to be no less than ten (10") inches.
- The back of stair risers shall not have more than a four-inch opening.
- Balusters shall be placed less than four (4") inch maximum opening between.

General:

- Per the National Electrical Code, no deck or patio shall be placed over the electric service coming into the house. The deck, gazebo, pergola, or patios are not to cover any meters.
- The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site for inspections.

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.



*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 Decks, Gazebo or Patio Building Permit
Department: Building & Code 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: _____

Description of proposed work: _____ Square feet of construction: _____

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- Four (4)** sets of drawings that show all construction details.
- See the attached form for contractor requirements.**
- Submittal fee of **\$125.00**, by cash or check or credit card (in office only) payable to the City of St. Charles to be submitted with the application.
 - **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: _____

REPORT OF THE BUILDING OFFICIAL

Accepted: _____ Rejected: _____ Date: _____

Signed: _____