

City of St. Charles Shed



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 and 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 shed. The following are guidelines and comments for obtaining a building permit.

Check list for submittal of Application:

- An application, attached, is to be filled out and submitted to the Building & Code Enforcement Department. The contractor's names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Two (4) sets of drawings showing the construction details of the shed are to be submitted with the application. (Please see the attached example)
- Two (4) copies of the plat of survey to scale showing the location of the shed and the measurements to all of the lot lines; also indicate on the survey the route of the electric service from the transformer to the house.
- The plans shall include sufficient detail to demonstrate compliance with Building Codes and Ordinances. The drawings shall be as accurate as possible, including anchoring, wall, floor and roof details.
- See the attached form for contractor requirements**
- If electric is being run to the shed, a drawing showing how this will be done and materials used.
- Our goal is to complete the review of your building permit within 10 working days.
- The submittal fee of \$90.00

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

Building Codes:

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

- o St. Charles Municipal Code
- o 2020 National Electrical Code w/amendments
- o 2021 International Building Code w/amendments
- o 2021 International Fire Codes w/amendments

Setbacks:

- **Interior Side Yard:** A minimum of 3-feet from lot line.
- **Rear Yard:** A minimum of 3-feet from lot line.
- **Front Yard, Exterior side yard and Rear Yard of Through Lots:** Not permitted.
- Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.
- No accessory building shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.
- The combined lot coverage of all detached accessory buildings and structures located within a required rear yard shall not occupy more than thirty-percent (30%) of the required rear yard.
- No accessory building/structure located in the RE, RS, and RT Districts shall not exceed twenty-feet in height.

General Information:

- 1) Compliance with the above indicated codes, ordinances, and inspections required.
- 2) No accessory building shall be constructed prior to construction of the principal building to which it is accessory.
- 3) R105.7 Placement of permit. 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
- 4) The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
- 5) A minimum of 24-hour notice is required when scheduling any inspection.
- 6) The shed cannot be free standing - it is to be anchored on each corner by an approved method.
 - A) Ten (10") inch diameter by two (2') feet deep posthole.
 - B) An approved 30" screw anchor with ½" bolt and washers.
 - C) Concrete slab minimum of four-inch gravel and four-inch concrete attached to the shed.
- 7) If the floor is constructed of wood, the joists and plywood shall be treated and not be buried below grade.
- 8) Per the National Electrical Code no shed shall be placed over the electric service going through the yard into the house.
- 9) **The postholes are to be inspected prior to filling with concrete.**

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.

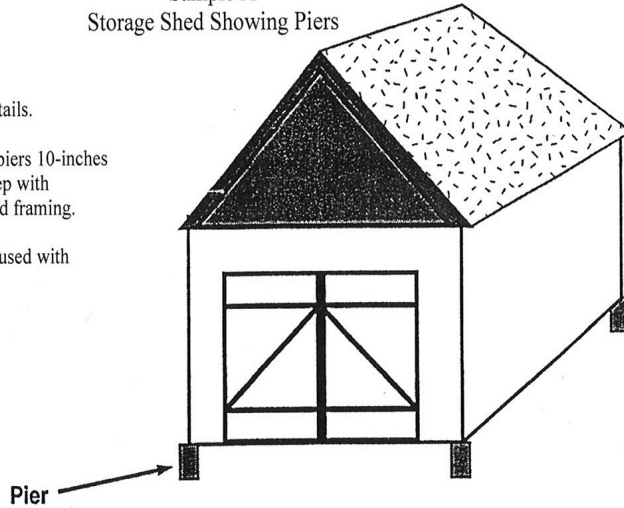
Call J.U.L.I.E. (811) or (800) 892-0123 Before you Dig – Prior to any digging to locate any underground utilities.

Sample A
Storage Shed Showing Piers

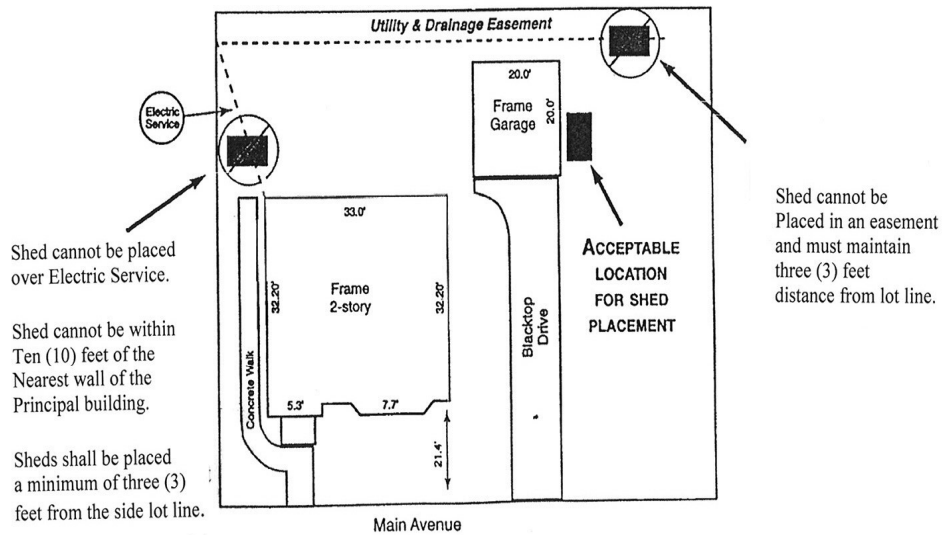
Show all construction details.

All four corners to have piers 10-inches
In diameter set 2-feet deep with
Anchors to be tied to shed framing.

Slab details also may be used with
anchors.



Sample B
Plat of Survey



Shed cannot be placed
over Electric Service.

Shed cannot be within
Ten (10) feet of the
Nearest wall of the
Principal building.

Sheds shall be placed
a minimum of three (3)
feet from the side lot line.

Shed cannot be
Placed in an easement
and must maintain
three (3) feet
distance from lot line.

ACCEPTABLE
LOCATION
FOR SHED
PLACEMENT



STATE OF ILLINOIS
COUNTY OF KANE SS

I hereby do certify that I have surveyed the described Property
and that the plat hereon drawn correctly represents said survey.



*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 Building Permit for Shed



DEPARTMENT: BUILDING & CODE ENFORCEMENT

PHONE: (630) 377-4406

Application 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 shed: _____

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Commission. Submit a Certificate of Appropriateness application.
- One (1) Copy Building Permit Application – Completely Filled Out.**
- Four (4) Copies of the Plat of Survey** showing yard setbacks to all of your lot lines and the location of the electric meter on the house and 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**
- The Submittal fee of \$90.00** is due with the completed application and is 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. 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

Signed: _____