

# City of St. Charles

## Residential Alteration or Addition



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
<http://www.stcharlesil.gov>  
[permits@stcharlesil.gov](mailto: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 alteration or addition to a residential structure.  
The following are guidelines and requirements for obtaining a building permit.

### **Check List for Submittal of Application:**

- A Building Permit Application** is to be filled out and submitted to the Building & Code Enforcement Division. The contractor's names, addresses, phone numbers, email and, if required, their license.
- Electric Service Application** must be completed and submitted if you are upgrading, replacing or moving the electric service.
- A copy of the Illinois Plumbing Contractors License (055)** and an original notarized or stamped "**Letter of Intent**" signed by the licensed plumbing contractor. If the property owner is completing all the plumbing work, a notarized "Letter of Intent" signed by the owner is required stating they will reside in this home as a sole residence for at least six months.
- Documentation of the U Factor rating** for the windows and the doors to be replaced or installed.
- A submittal fee of \$200.00 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.**
  - For Alterations** - \$100.00 for the first \$10,000.00 of the project cost plus \$7.00 for every additional \$1,000.00 of the project cost.
  - For Additions** - Additional .34 per square foot of each level of building – including basement, garage, and crawl space.
  - Additional fees for utility connections, such as electric, water; sewer connections and water meters are to be paid at the time the permit is approved.

### **For an Alteration or Remodel:**

- Two (2) copies of detailed plans** that shall include sufficient detail to demonstrate compliance with Building Codes and Ordinances.

### **For Additions:**

- Is your property located in the Historic Preservation District?** Yes/No If yes, your application will need to be approved by the Historic Preservation Committee.
- Five (5) copies of signed and stamped Architectural** plans shall include sufficient detail to demonstrate compliance with Building Codes and Ordinances.
- 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.

- ❑ **Three (3) copies of an Engineering plan for Building additions 150 square feet or larger.**
- ❑ Provide lot coverage calculations per your Zoning District on new homes. The portion of a site that is covered by a principal building or buildings including attached garages and enclosed porches, and accessory buildings including detached garages and any other enclosed accessory buildings. Building lot coverage shall not include unenclosed porches, decks, or unenclosed accessory structures such as gazebos, swimming pools, or tennis and sports courts.
- ❑ **Grading Certification Form** – Completely filled out - Applicable if less than 150 sq. ft. of land is disturbed.
- ❑ **Stormwater Permit Application** – Completely filled out – Applicable if 5,000 sq. ft. of land or more is disturbed.
- ❑ **A copy of the roofing contractors Illinois Roofing License.**

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

**Call (630) 377-4406 to schedule inspections at least 24-48 hours before needed and required inspections will be listed on the permit conditions.**

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

### **Building Codes:**

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

- St. Charles Municipal Code
- 2021 International Residential Code w/ amendments
- 2021 International Mechanical Code w/ amendments
- 2020 National Electrical Code w/ amendments
- 2014 IL State Plumbing Code w/ amendments
- 2021 International Fuel and Gas Code w/ amendments
- 2021 International Fire Code w/ amendments
- 2018 International Energy Conservation Code w/ amendments
- IL Accessibility Codes

### **General Comments:**

- For zoning information, please see our website [www.stcharlesil.gov](http://www.stcharlesil.gov), **City Code Book, Title 15, Chapter 15.40 Building Code** to see our local amendments.
- No structure shall be located in any indicated easement area.
- If your property is located in any of the RT or CBD-2 zoning districts and your project involves any exterior alterations, additions, and detached garages, there are Architectural Design Guidelines in Section 17.06.060 of the Zoning Ordinance.
- The building permit card shall be kept on the site (in the window) 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.
- 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 when basement is finished an additional smoke detector is required in the furnace room.
- At least one (1) GFCI receptacle is required in a storage or unfinished room.
- In bathrooms, GFCI receptacles are required to be within three (3) feet from the edge of the sink.
- Footings (“8x18” on 8” wall, 10”x20” on 10” wall). 1-horizontal #4 bar is required at the top, middle and bottom of all 8' walls and 1- vertical #6 bar at 36" o/c from footing to top of wall, in a 4' wall 1-#4 bar at the top and middle.

- I-Joists used in the basements are required to be fire protected.
- Storm sump pump pit to be installed in lower level for footing tile. Minimum four (4") inch hard piped to storm sewer with SDR 26 or Schedule 40 PVC.
- Water service shut off valve (B-Box) shall be placed in an easement and not in any paved area.
- Per the Illinois State Plumbing Code, an approved pressure reducing valve and strainer with by-pass relief valve shall be installed in the water service pipe near the entrance to the building when the street water pressure exceeds 80 PSI in order to reduce the water pressure to 80 PSI or lower. The pressure reducing valve shall comply with applicable requirements of ASSE Standard #1003.
- The electric service location has to be approved by the Electric Department before installation. Service should be kept clear of any area where a deck or patio might cover or this will have to be moved. Contact the Electric Department (630) 377-4407 for approval.



## **ENGINEERING PLAN CHECKLIST** **for Single family house**

- Plans shall be signed and sealed by a Licensed Professional Engineer.

*Exception: This does not apply for lots in a subdivision where final engineering plans have been approved and the submittal conforms with the original approved subdivision plans.*

### Existing Conditions

- Site Benchmark (NAVD88 datum)
- Topographic survey
  - within 25' of the site
  - Contours at 1' intervals
  - Spot elevations at 25' min spacing at property corners, side and rear lot lines, break points, drainage swales
  - curb, edge of pavement, centerline pavement
  - top of foundation elevation, and adjacent ground elevation
- Structures onsite and adjoining property (fences, sheds, retaining walls, sidewalks, driveways)
- Utility infrastructure, including watermain, sanitary sewer, storm sewer
  - rim and invert (or top of pipe) elevations
  - pipe size
  - locate the nearest storm sewer structure(s) to the site
  - If abandoning water service – must be at the main by removing corporation stop and using stainless steel band clamp
- Trees and size. Identify if trees are to be removed or protected
- Easements
- Wetlands, floodplain, overland flow routes

### Proposed Improvements (include Existing Conditions overlay)

- Structure footprint
  - dimensions
  - porches, patios, service walks
  - top of foundation elevation (include all top of foundation elevations on a stepped foundation), top of garage floor elevation, top of window well elevations
  - building setbacks
- Driveway
  - Dimensions at the curb/edge of pavement and at the property line
  - Slope

- Pavement composition (concrete, asphalt, brick paver)
- Grading
  - Contours at 1' intervals
  - Spot grades
    - building corners
    - swales, drainage features, berms, high and low points
  - Depict overland flow routes with arrows and 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
- Sump pump shall connect to public storm sewer system. Show routing, pipe size, slope, connection method.
- 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

### Stormwater Management

- Stormwater Permit is required if disturbed area is 5,000 sq.ft or greater.
- Provide impervious area calculations
  - Existing Impervious area
  - Proposed Impervious area
  - Net New Impervious area
  - Total Impervious area and Percentage of lot area



## **AS-BUILT SURVEY AND CERTIFICATE OF OCCUPANCY**

At the time of scheduling the final inspection, the developer/builder must submit an As-Built Survey. Two (2) copies of the As-Built Survey must be submitted no less than five (5) working days prior to the final inspection. Development Engineering will review this survey.

If an As-Built Survey has not been submitted, the lot will not be inspected and the Certificate of Occupancy will be withheld.

**NOTE:** All erosion control, silt fence, silt blanket, and/or straw bales shall be in place at time of inspection.

After the grading inspection has been completed, the developer/builder will receive a verbal approval, or a written notice of non-conformance from Development Engineering. This notice will detail items to be corrected prior to approval.

### **Temporary Occupancy**

A conditional or temporary occupancy may be permitted if the following conditions are met:

- The site/building has been inspected and the Inspector or Building Official has determined that the building may be occupied safely without endangering life or public welfare.
- **ROUGH GRADING** must be in place and only minor issues, as determined by the Inspector, remain unresolved (i.e., small areas of ponding water, debris or material left on site or minor grading)
- A cash deposit is provided for each lot where grading or other site improvements cannot be completed or verified.
  - Single Family Dwelling Units: \$5,000 or the cost of the remaining grading work or site improvements.
  - Multi-family Dwelling Units and Commercial structures: \$50,000, or as determined by the Building Official or Development Engineer, based upon the cost of remaining grading work or site improvements.

Temporary Occupancies shall have a strict completion date as established by the Building Official at the time of occupancy.

The City shall return the guarantee for the full amount (no interest) after completion of the lot grading or improvements, submittal of a final As-Built Survey, and acceptance by the Development Engineer.

In the event that the final grading and site improvements are not completed prior to the expiration of the Temporary Occupancy, the cash deposit may be utilized to complete the remaining grading and site improvements.



## **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: \_\_\_\_\_ Dated: \_\_\_\_\_  
(contractor responsible for grading)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(property owner)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(property owner)





**Electric Service Application – New Service/Upgrade**  
 (Each individual service will require a complete and separate application)

Name: _____	Phone: _____
Original Signature: _____	Fax: _____
Contact Name: _____	Phone: _____
Email Address: _____	
Application Date: _____	Requested Service Date: _____

Existing Building	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Solar-Wind-Generator	<input type="checkbox"/> Other	Proposed Generator kW _____

**Service Panel:**  
 Present Rating (amps) \_\_\_\_\_ Proposed Rating (amps) \_\_\_\_\_ Proposed Connected kW: \_\_\_\_\_  
 Present Peak kW (Demand) \_\_\_\_\_ Estimated Peak kW (Demand) \_\_\_\_\_ Proposed Interconnected kW AC \_\_\_\_\_

**SERVICE ADDRESS**

(A complete and accurate service address is required before service may be installed)

Street Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Real Estate Permanent Tax # \_\_\_\_\_

Legal Description (attach sheet if necessary): \_\_\_\_\_

Record Titleholder of property: \_\_\_\_\_

If property is held in trust, identify beneficial owner (s): \_\_\_\_\_

Address: \_\_\_\_\_

**CUSTOMER BILLING ACCOUNT INFORMATION**

(This information will be used for utility billing purposes for the account)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized representative or agent: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUILDING DIVISION OFFICE USE**

Application Accepted By: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

**ELECTRIC DEPARTMENT CHARGES**

Charges Calculated by: \_\_\_\_\_

Date: \_\_\_\_\_

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
<b>Total Amount of Charges:</b>		_____	_____

**Electric Project No.:** \_\_\_\_\_



**CITY OF ST CHARLES**  
**Application for Building Permit for Residential Alteration or Addition**  
 DEPARTMENT: Building & Code Enforcement Division  
 PHONE: (630) 377-4406 FAX (630) 443-4638

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: \_\_\_\_\_

Sq. Ft. of construction: \_\_\_\_\_ Existing Electric Service amps. \_\_\_\_\_ Size of existing Water Meter: \_\_\_\_\_

Will this work include moving, upgrading or replacing the Electric, Water or Sanitary Service? Yes No (circle one)

**Check List for Submittal of Application:**

- Is your property located in the Historic Preservation District? If it is, please complete a Certificate of Appropriateness for any exterior work.
- Building Permit Application** – Completely filled out.
- For a Remodel or Alteration:**
  - o **Two-2 sets of drawings** that show all interior and exterior construction details.
- For Additions:**
  - o **Five (5)** Sets of stamped and signed Architectural Plans.
  - o **Five (5)** Copies of the Plat of Survey to scale showing the location of the construction 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.
  - o **One (1) Signed Grading Certification Form** for Additions less than 150 square feet.
  - o **Five (5) Copies of Engineered grading plans** - For building additions 150 square feet or larger.
  - o **Stormwater Permit Application** - required for land disturbing activity resulting in 5,000 Square feet or greater – Completely filled out.
- Electric service application** – Completely Filled Out if the electric service is to be upgraded, relocated or moved.
- Documentation of the U Factor rating** any replacement or addition of windows or doors.
- Letter of Intent** - If any plumbing is being conducted by anyone other than the owner who lives at the property, a Letter of Intent from the Plumbing Contractor is required.
- A copy of the Plumbing Contractor's Illinois State Contractor License (055).**
- A copy of the Roofing Contractor's Illinois State Roofing Contractors License.**
- Submittal Fee is **\$200.00**, 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.**

**Owner of the Property:**

**Applicant:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone NO. \_\_\_\_\_

Telephone NO. \_\_\_\_\_

**Application – Residential Alteration - Addition**  
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**General Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Electrical Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Plumbing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Roofing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Concrete Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**HVAC 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:** \_\_\_\_\_

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