

# City of St. Charles Shed



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
630.443.4638 (Fax)  
<http://www.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.

## **Application and Drawings Procedures:**

- An application is to be filled out and submitted to the Building & Code Enforcement Department. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Two (2) sets of drawings showing the construction details of the shed are to be submitted with the application. (Please see the attached example)
- Two (2) 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.
- Two (2) copies of 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.
- If electric is being run to the shed, a drawing showing how this will be done and materials used.
- Provide maximum building coverage calculations per your Zoning District on additions. Definition: A measure of intensity of land use that represents 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 building in excess of 150 square feet of Lot Coverage. 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 be measured at the outer edge of the foundation line, or at the outer wall surface support column in the case of a post, other non-continuous foundation, or cantilever, excluding projections for bay windows or chimneys. Building coverage shall not include unenclosed porches, decks, or unenclosed accessory structures such as gazebos, swimming pools, or tennis and sports courts.
- Our goal is to complete the review of your building permit within 10 working days.

**Application – Permit Fees:** (All payments are to be made either in the form of cash, check, or money order):

- A filing fee is to be paid at time of submission of application and plans.
  - A fee of **\$90.00 (to be paid at time of submittal)**
- **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
  - \$80.00 per Building & Code Enforcement Department re-inspection for all types of inspections during construction (excluding finals)
  - \$80.00 per re-inspection for all residential final inspections.
- **Temporary certificate of occupancies.** \$85.00 is due prior to issuance of a temporary certificate of occupancy for residential.

**Inspections:**

The following is a list of inspections, which might be required for your project and the amount of time for these inspections.

- |                                |                        |
|--------------------------------|------------------------|
| ○ Postholes                    | Approximately 1/2 hour |
| ○ Slab                         | Approximately 1/2 hour |
| ○ Deck Frame, prior to plywood | Approximately 1/2 hour |
| ○ Final                        | Approximately 1/2 hour |

**Building Codes:**

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

- St. Charles Municipal Code
- 2020 National Electric Code
- 2021 International Residential Code
- 2021 International Fire Code

**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.**

## Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building & Code Enforcement Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.
- ✓ Call J.U.L.I.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
  - Electric Utilities                      Red
  - Comcast (Cable)                      Orange
  - Northern Illinois Gas (NICOR)      Yellow
  - Sewer Utilities                        Green
  - Telephone Utilities                  Orange
  - Water Utilities                         Blue

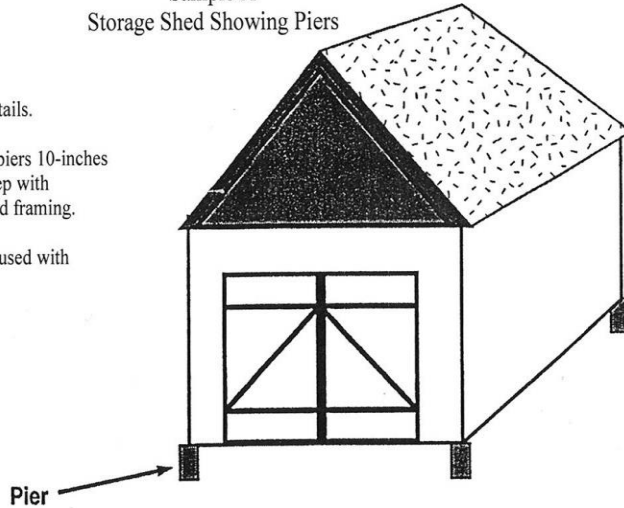
REV 1.24.2019

Sample A  
Storage Shed Showing Piers

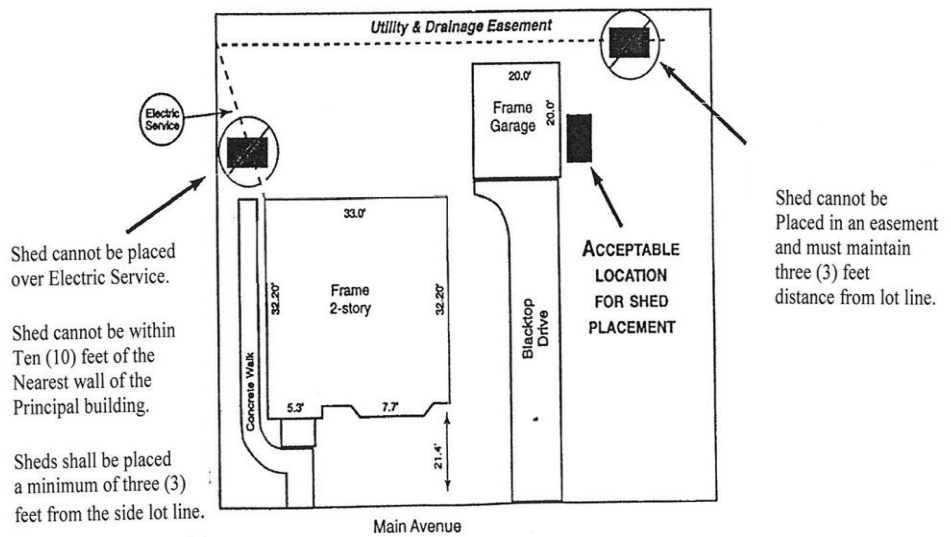
Show all construction details.

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



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.

**CITY OF ST CHARLES**  
**Application for Building Permit for Shed**



**DEPARTMENT: BUILDING & CODE ENFORCEMENT      PHONE: (630) 377-4406**

**Application Date:** \_\_\_\_\_ **Parcel No.** \_\_\_\_\_ **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 Committee.
- Building Permit Application – Completely Filled Out.
- Two-2 Copies of Plat of Survey showing yard setbacks to all of your lot lines.
- Two-2 sets of drawings that show all construction details.
- On both copies of the plat of survey show the location of the electric meter on the house and the route of the electric service line running to the house.**
- Submittal fee of **\$90.00** – payment is **TO BE BY CASH OR CHECK PAYABLE TO THE CITY OF ST.**

**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**

**Remarks:** \_\_\_\_\_  
**Accepted:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signed:** \_\_\_\_\_

**For Office Use**

**Received** \_\_\_\_\_  
**Fee Paid \$** \_\_\_\_\_  
**Receipt #** \_\_\_\_\_  
**Check #** \_\_\_\_\_