



WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ A plat of survey showing the locations, dimensions, and setbacks of all existing and proposed improved improvements is required.

WHAT YOU SHOULD KNOW

- ▶ Permit fee depends on scope of work.
- ▶ All projects are subject to zoning approval.
- ▶ You will need to submit a plat of survey showing the locations, dimensions, and set backs of all existing and proposed improvements.
- ▶ If the property is located in the Historic District, a Certificate of Appropriateness (COA) is required.
- ▶ Creating new bedrooms may require additional impact fees. Impact fees are calculated based on the number of bedrooms.
- ▶ No work can begin prior to a permit being issued.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection.

REQUIREMENTS

Construction:

- a) Construction plans and details are required and must include a portion of the existing building at the proposed location. If the existing building is to be altered or if new loads are to be introduced, sealed drawings prepared by an Illinois registered architect are required.
- b) Continuous trench-type foundations or formed footings with foundation walls are required for porches and stoops under roof and within 4 feet of the building. The minimum depth for foundations is 42 inches below finish grade. Porches and stoops may be constructed on concrete piers if sealed drawings prepared by an Illinois registered architect or structural engineer are submitted. Stoops without roofs require concrete piers a minimum of 8 inches in diameter or trenched or formed wing walls a minimum depth of 42 inches below finish grade.
- c) The maximum stair riser height is 7 3/4 inches. The minimum tread depth is 10 inches.
- d) Handrails having a minimum height of 34 inches and a maximum height of 38 inches are required on all steps having 4 or more risers.
- e) Guardrails, a minimum of 36 inches in height, are required for all porches or stoops 30 inches or more above finish grade. Baluster spacing must be placed so that a 4 inch sphere cannot pass through at any point.
- f) Porches/Stoops over 4 feet above grade require stamped architectural plans.

Inspection:

- a) All footing excavations prior to pouring concrete.



Call J.U.L.I.E. before you dig!

Dial 8-1-1 or 800-892-0123 to locate utility lines.