



## WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application.
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ A description of the material being used (e.g. concrete, pavers).
- ▶ Cost of the materials for the project.
- ▶ A clean copy of your plat of survey showing the location of existing improvements and their dimensions and setbacks from lot lines. Setbacks from property lines vary between zoning districts.
- ▶ A marked-up copy of your plat of survey showing your proposed sidewalk.

## WHAT YOU SHOULD KNOW

- ▶ No work can begin before a permit is issued.
- ▶ Sidewalk 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.
- ▶ All work for sidewalks must be completed within the property line. Separate permits, fees, bonds and inspections are required for any work in the public right of way.
- ▶ If the property is a landmark or located within an historic district, a Certificate of Appropriateness (COA) is required.
- ▶ Many subdivisions have private covenants and restrictions which supersede City zoning requirements. The City does not enforce covenants and restrictions. It is recommended that property owners check with the homeowner's association prior to commencing any work.
- ▶ Before you dig to install your sidewalk, contact JULIE at 1-800-892-0123 to locate utility lines.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection.

## REQUIREMENTS

Sidewalks must follow the requirements of code section R506 "Concrete Floors" provided within the 2015 International Residential Code, including but not limited to:

1. Concrete sidewalks shall be at least 3 1/2 inches thick.
2. A 4-inch thick base course consisting of clean graded sand, gravel, or crushed stone is needed under the concrete sidewalk.
3. Under the base course, fill material may still be necessary make the ground consistently flat.
  - A. All fill material needs to be free of vegetation and foreign material.
  - B. All fill material needs to be compacted.
  - C. If clean sand or gravel is used as fill material, it must be no deeper than 24 inches.
  - D. If earth (dirt) is used as fill material, it must be no deeper than 8 inches.



Call J.U.L.I.E. before you dig!  
Dial 8-1-1 or 800-892-0123 to locate utility lines.