

OTHER ACCESSORY STRUCTURES (PERGOLAS, OTHER NOT LISTED) INFORMATION

PERMIT REQUIRED

A building permit is required from any person desiring to install an accessory structure.

The following conditions and requirements apply:

- If the accessory structure location is in an area having a Homeowner's Association, the property owner is obligated to check with the Homeowner's Association to ensure compliance with their regulations.
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Accessory structures are authorized on a case-by-case basis.

APPLICATION CHECKLIST

Applications for an accessory structure permit shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing the work;
- valid contractor registration with the Village of Sugar Grove;
- plat of survey or scaled dimensioned drawing of the zoning lot indicating all buildings on the lot and the location of the proposed accessory structure;
- drawings of the item to be built, drawn to scale (minimum scale 1/8":1'; preferred scale 1/4":1') must include: (If larger than 11x17, submit 3 copies)
 - a plan view and side elevation view of the item to be built indicating all dimensions;
 - the height of the item above finished grade;
 - location of underground or overhead electric lines if located near the deck;
 - indicate the location of basement window wells, hose bibs, clothes dryer vents, electric and gas meters if located near the deck;
 - size, depth and spacing of the concrete piers;
 - post and beam locations with dimensions indicating beam spans between posts;
 - the method of beam attachment to the beam posts;
 - ledger board attachment and flashing details to the existing structure;
 - nominal lumber sizes of all joists, beams and posts;
 - cantilevered floor area of the existing structure cannot be a means of support of wood deck floor system. Double floor joists each side of the "Bay Window" with a header are required to support the deck floor for the width of the bay;

- complete stair details to include stair riser height and tread depth, hand and guardrail dimensions and installation heights;
- landing surface type and dimensions at the base of the stairs;
- Deck Building Requirements contain additional information;
- a copy of the contract with the property owner's signature.

CONTRACTOR REGISTRATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website www.sugargroveil.gov

INSPECTIONS REQUIRED

Inspections may include a final depending on the scope of construction. The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220 to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

PLAN REVIEW

Please allow 10 (ten) working days for processing.

PERMIT FEE

▪ Pergolas (not solid roof)	\$160.00
▪ Other accessory structures not listed	\$135.00
▪ Electric is charged as an additional	\$125.00
▪ Gas line is charged as an additional	\$215.00
▪ Plumbing is charged as an additional	\$255.00

Additional fees may be charged if there is a grade change proposed or the proposed modification requires review and inspection by the Village Engineer.

The permit fee is paid when the permit is picked-up after the application has been approved.

NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.

For Office Use Only
 Permit # _____
 Building Dept Approval:

 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work: _____ _____						
Property Information						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract) Address (if different) Phone No.

Signature & Printed Name of Responsible person in Charge of Work & Email Phone No.