

DETACHED ACCESSORY STRUCTURE
 (PERGOLAS, GAZEBOS, AND ARBORS)
BUILDING PERMIT APPLICATION

Application Date ____/____/____

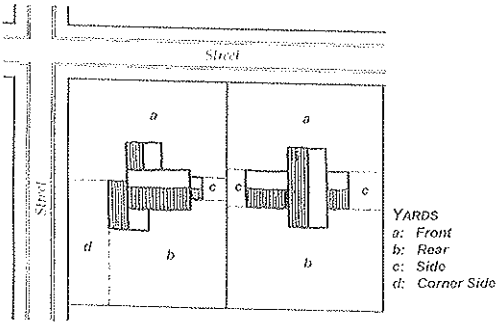
Property & Owner Information	
Owner Name	
Phone	
Email Address	
Street Address	_____
	Romeoville, Illinois 60446
Subdivision & Lot #	Subdivision _____ Lot # _____
Work Performed by Homeowner	
If you are doing the work yourself complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.	
Contractor Information	
If you are using a contractor or sub-contractor, a copy of the signed contract shall be included with the application and the following information shall be provided. All contractors and sub-contractors doing work in Romeoville shall be registered, insured and bonded with the Village.	
Contractor Name	
Contractor Address (no P.O. Box)	
Contractor Phone	
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor
Estimated Cost	\$ _____

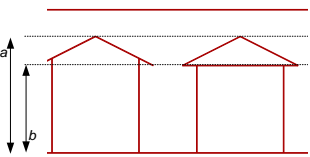
**\$ 50.00 Plan Review
 Fee when Permit
 Application is
 submitted**

Office Use Only		<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> Status Sticker OFFICIAL USE ONLY </div>
APPLICATION #:		
Application Date:		
Permit #:		COST: \$

Use this form and checklist as you plan your structure to ensure that you include all information needed to review your application.

This form should be used for all freestanding accessory structures (that are not attached to the home) except storage sheds, pools, and garages.

Requirement	✓ to confirm that you have shown ...	Office Use
You shall submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, etc. The structures shall be drawn to scale, labeled, and dimensioned.	all structures	
The proposed structure shall be shown. It shall be labeled and dimensioned.	the proposed structure	
<p>Refer to the attached table to determine where your structure may be located.</p> 	the structure located in allowable yard	
The structure shall be not less than 10 feet from the nearest point on the home.	the distance from the home	
The structure shall be not less than least 5 feet from any freestanding structure (such as a pool or gazebo).	the distance to each freestanding structure	
The structure may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement. (See 'Understanding Your Plat of Survey Handout & Easement Sign-Off Handout')	the structure not located on any easement	
The structure shall be not less than 5 feet from each side property line.	the distance to each side property line	
<p>The structure shall be not less than 10 feet from the rear property line.</p> <p>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge & Honey Tree Unit 5), the structure shall be at least 7 feet to the rear property line.</p>	the distance to the rear property line	
The structure cannot be greater than one-story in height.	a one-story structure	

Requirement		Fill in the blanks.	Office Use
	<p>The total height of the structure cannot exceed 15 feet from the pad to the ridge (<i>a</i>) nor can it be more that 9 feet from pad to the finished wall (<i>b</i>).</p>	<p>Height from floor to eave: _____ Feet</p> <p>Total height: _____ Feet</p>	
<p>In total, no more that 50% of the property can be covered with building, structures, or pavement.</p>		<p>Lot coverage: _____%</p>	

Construction Requirements

<p>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</p>		Office Use
<p>General Requirements</p>		
<p>If the structure is a kit, provide manufacturer specifications, installation instructions or a set of building plans outlining the scope of work. The construction shall conform to the requirements of the 2009 International Residential Code and 2011 National Electrical Code.</p>		

<p>Permit & Inspection Requirements Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</p>		Office Use
<p><input type="checkbox"/> The Building Permit shall be posted in the building’s window where it can be seen from the street.</p> <p><input type="checkbox"/> Each phase of construction shall be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. Inspections required but not limited to post holes, prepour concrete slab, rough framing, rough electric, final building, and final electric.</p> <p><input type="checkbox"/> All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org. Your permit number shall be provided when inspections are scheduled. Failure to call for required inspections may result in a “STOP WORK ORDER”.</p> <p><input type="checkbox"/> Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection. INVOICED AFTER 5 DAYS.</p> <p>A FINAL INSPECTION SHALL BE PERFORMED WHEN THE STRUCTURE HAS BEEN INSTALLED. Once the inspection passes, a Certificate of Completion will be issued. The structure may not be used until the Certificate of Completion has been issued.</p> <p><input type="checkbox"/> The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days.</p>		

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named 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 as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only

Approval & Review Status

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	
	<input type="checkbox"/> Received copy of Drivers License	

Notes	
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