

Permitting for a Gazebo

Location

Gazebos must be a minimum of six feet (6') from the rear and side property lines and at least sixty feet (60') from the front property line. **Gazebos are not permitted within any utility or drainage easements.**

Other Requirements

- A gazebo must be designed to support a 40lb. per square foot live load.
- If the gazebo is attached to the house, concrete piers will be required, and they shall be a minimum diameter of twice the post diameter and to a minimum depth of 42 inches below grade.
- No more than one detached accessory structure allowed per lot.

Why Apply for a Permit?

When you apply for a permit, you are assisting the Village in conducting a plan review and the subsequent inspections that will ensure that all structures in the community meet specific safety and quality guidelines.

The Permit Process

- Obtain a permit application from the Department of Community Development which is located on the main level of the Charles J. Zettek Municipal Building at 901 Wellington Avenue.
- Return the completed application with three (3) copies of your plat of survey to the Department of Community Development. Please refer to submission requirements for additional necessary information.
- After you receive your permit, and at least 48 hours before you begin digging, call JULIE (Joint Utility Locating Information for Excavators) at 1-(800) 892-0123 and the Elk Grove Village Department of Public Works at (847) 734-8800 for utility locations.

Inspections

Inspections **required** at various stages of the project are:

- **Post Hole/Slab on grade** - This inspection is conducted to ensure the proper post hole depth or slab/base thickness along with the location of your gazebo.
- **Framing** - Prior to covering the framing of your gazebo. This inspection is to ensure that the gazebo is constructed in accordance with the approved plans.
- **Final** - Upon completion of the gazebo, to ensure that construction has been completed and that all landscaping has been restored.

Requesting Inspections

To schedule an inspection, contact the Department of Community Development at (847) 357-4220, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Requests for inspections must be made 24 hours in advance. Please have your permit number ready when you call.

Permit Submission Requirements

In addition to a completed application, all permit submissions are required to include the following information:

- The proposed location of the gazebo on all copies of the Plat of Survey.
- Three (3) copies of the framing plan for the gazebo which includes the following information:
 1. Complete dimensions of the gazebo
 2. Joists, beam and post sizes, post hole diameter and depth, spacing and spans
 3. Cross sections
 4. Elevations
 5. Lumber species and grade

In most cases, your gazebo permit will be issued in five working days or less. If for some reason this cannot be accomplished, you will be given an approximate date when your permit will be issued.

Should you have any additional questions, please call the Department of Community Development at (847) 357-4220. Our offices are open Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.