

Permit Submission Requirements



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

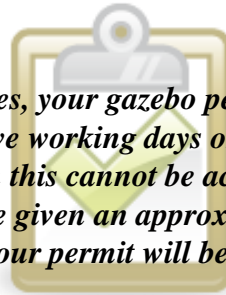
- The proposed location of the gazebo on all copies of the Plat of Survey.
- One (1) copy of the framing plan for the gazebo which includes the following information:
 1. Complete dimensions of the gazebo.
 2. Joists, beam sizes, post hole diameter and depth sizes, spacing and spans.
 3. Cross sections.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

Other Requirements

- A gazebo must be designed to support a 40lb. per square foot live load.
- If the gazebo is attached to the house the posts shall be attached to, or set in concrete piers a minimum of twice the diameter of the post and 42 inches below grade.

Location

- Gazebos must meet the side yard setback requirements, and be a minimum of six feet (6') from the rear property line.
- Gazebos are not permitted in or over any utility or drainage easements.



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.

Questions ?

*Please call the
Community Development
Department at
(847) 357-4220
Monday through Friday,
between the hours of
8:00 a.m. and 5:00 p.m.*

Gazebos



*A How -to Guide for Obtaining a
Permit for your Project*



Elk Grove Village
Home Improvement
Series

Why?



- The permit process is needed to protect both you and the Village. A permit protects you from improper work done by contractors.
- Permits can save you money by making certain that all jobs are done correctly the first time so that they do not have to be redone to meet Village codes.
- The Village is on your side. We want to ensure that you will enjoy your gazebo for many years to come. The permit you receive for this project will allow us to do just that.
- Elk Grove Village is dedicated to assisting its residents. The Community Development Department will show you this dedication as you apply for and receive your gazebo permit.

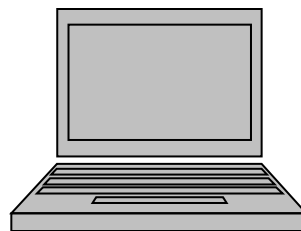
How?

In Person

1. Obtain a permit application from the Community Development Department which is located on the main level of the Charles J. Zettek Municipal Building at 901 Wellington Avenue.
2. Return the completed application with one (1) copy of your plat of survey showing the location of the proposed gazebo to the Community Development Department. Please refer to submission requirements for additional necessary information.
3. 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

Online

1. Visit www.elkgrovepermits.com
2. Fill out the online permit request form.
3. Make sure to set up the required inspections either by phone or online.



Inspections



Inspections required at various stages of the project are:

Post Hole

This inspection is conducted to ensure the proper post hole depth and 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, and restoration of the landscaping has been completed.



Requesting Inspections

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

You can also set up an inspection online at www.elkgrovepermits.com