



WHAT YOU NEED TO APPLY

- A completed and digitally signed application at the Village of Bartlett Permitting and Licensing Portal.
- A copy of the signed **contract** describing the cost of the project and applicable specifications
- Construction drawings if applicable, drawings by architect or structural engineer
- Plat of Survey** (to scale) showing the proposed garage with dimensions
- Permit fee** (see chart below)

Estimated Cost of the Project	Permit Fee
Less than \$500.00	\$40.00
\$500.00 but less than \$1,000.00	45.00
\$1,000.00 but less than \$2,500.00	50.00
\$2,500.00 but less than \$5,000.00	60.00
\$5,000.00 but less than \$10,000.00	90.00
\$10,000.00 or more	12.00 per thousand
Electrical Review	\$75.00

ADDITIONAL INFORMATION

- No work can begin until a building permit has been issued.**
- If a contractor is performing the work, they must be registered with the Village of Bartlett as a licensed contractor.
- The homeowner or contractor must call JULIE at 811 or 1-800-892-0123 before you dig.
- All projects that include work in the right-of-way are subject to Public Works approval.
- A pre-pour inspection is required** upon completion of the base. **A final inspection is required** upon completion of work. Contact the Building Division at 630-540-5920 at least 48 hours in advance to schedule an inspection.

REQUIREMENTS

- Only 1 driveway and approach are permitted per lot. (Driveways require a separate permit).
- Excess fill or soil from excavating garage must be removed from the property.

LOCATION

Restrictions for accessory structures, found in chapter 3 of the Zoning Ordinance, are summarized below.

- Must be set back 10 feet from the principal structure.



- For all lots, the structure must be 5 feet from any property lines, in the SR-4 Zoning District this restriction is reduced to 3 feet
- On corner lot side yards, the structure must comply with the principal building setback line
- At no time shall a detached garage encroach in any rear or side yard easement.**

CONSTRUCTION STANDARDS

- Footing must be a minimum of 20 inches wide and 10 inches deep below ground level at edge.
- Stud spacing must be 16 inches on center; doubling of studs is required on all openings.
- Wall sheathing can be omitted in corner bracing. Each corner must be braced from top outward in 2 directions to a minimum of 72 inches from corner at sill plate; corner bracing may be applied on the inside surface of studs using a minimum of 1 x 4 inch post of wood or ½ 4 x 8 plywood corners.
- Corner posts can be 2-2 x 4 inches or 4 x 4 inch post.
- Top plate must be double.
- Flooring must be concrete, a minimum of 5 inches thick, 6 bag mix with 6 x 6 inch 10/10 woven wire fabric or fiber mesh on a minimum of 5 inches of crushed stone or gravel compacted with 6 percent air entrainment and linseed oil seal coat as a per manufacturer's specifications.
- Bottom sills can be single 2 x 4 wolmanized on a cement floor or wall bolted 6 feet on center. Anchor bolts must be a minimum of ½ x 10 inches or the equivalent.
- Door headers where roof load for 16-foot opening falls on header must be made up of three 2 x 12 inches or two 2 x 14 inches or the equivalent.
- Rafters must be 2 x 8 inches spaced at 16 inches on center. Hip rafters must be 2 x 8 inches minimum. Valley rafters must be 2 x 8 inches minimum.
- Collar ties must be a minimum of 2 x 4 inches on 48-inch centers.
- Eaves must be enclosed with 3/8-inch exterior plywood or aluminum.
- Trim boards must be No. 2 grade or better.
- All garages must have electric – 125 volts, single-phase; separate 20 ampere receptacle install in a garage must have a ground-fault circuit-interrupter protection. Overhead outlets must be installed for future garage door openers. The outlet must be of a single receptacle type.