

PATIOS & SIDEWALKS

Do I need a permit to add or replace a patio and/or sidewalk?

- Yes, a permit is required to install or replace a patio and/or sidewalk. This includes retaining walls, front walks, or public sidewalks. Other similar impervious surfaces include but are not limited to garage floor slabs, outdoor fireplaces, pool surrounds, tennis courts, basketball courts, etc.
- Patios, landings and sidewalks are required to be on the same permit while any driveway and apron work shall be on a separate permit. Exception: the public sidewalk may be included on a Driveway Permit if the work is being done simultaneously.



PERMIT PROCESS

Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

- Completed [Building Permit Application](#)
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#)
- Two copies of the Plat of Survey
 - Plat of Survey should be clean and legible
 - Show location and dimensions of all existing as well as all proposed work to be done (maximum front yard coverage is 40%)
 - Refer to the "Landings and Stairs" handout for information required to be included with this permit
 - Show the location of the main Commonwealth Edison supply line to the house (indicate below grade or above) and the location of electric meter
 - Show any exterior doors from the house that exit out onto a patio, as these exterior doors require a landing
 - Show any electrical work, including low voltage, and provide details / cut sheets for all materials from the manufacturer
 - Show any mechanical work, including new gas lines for gas grills or fireplaces and provide details / cut sheets for all materials from the manufacturer
- A detailed scope of work or proposal from the contractor
 - Include type of surface material, thickness of surface material and depth of stone base
 - Include squares or length of public sidewalk being replaced, if applicable
 - Include an enlarged plan view (if necessary, for better clarity) with complete dimensions and square foot areas

Step 2: Processing and Plan Review

Review Period

- Average review time is 3 to 5 business days after all required information is provided.
- If any portion of the application is not approved, applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all of the items that need to be addressed prior to the permit being issued. Applicant must respond in writing and provide corrected plans as directed in the review letter, at which time the revised plans will be reviewed.
- Once approved, applicant needs to pay for and pick up the permit before any work begins.

Step 3: Permit Issuance

Permit Fee

- The permit fee for a standard Patio/Sidewalk Permit is:
 - Residential - \$100 plus an additional \$100 for low voltage plus an additional \$100 for gas piping if applicable.
 - Non-residential – 1.75% of Valuation (\$100 minimum)
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.



Approved Plans

- Approved plans will be given to the applicant at time of issuance.

Step 4: During Construction

General Information

- The permit card must be posted at the property in plain view from the street and remain until final inspections have been approved.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the Village's [Municipal Code, Section 9.38.037](#))
- No materials or dumpsters are to be stored on the street or in the parkway.
- Approved plans must be kept on site and be available at inspections.
 - Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



Underground Utilities

- Call 811 at least a few days before you start any digging project. Utility companies who have potential facilities in the area will be notified. Each utility company will send a locator to mark the appropriate location of the underground utility lines within a few days of your call. For more information, visit call811.com.



Step 5: Inspections

Required Inspections

- Base inspection
 - Call the *Building Department* at (847) 459-2530 at least 48 hours in advance of when the base will be ready.
- Rough electrical inspection
 - If any lighting is being installed, a rough electrical inspection will be required.
- Rough mechanical inspection
 - If a new gas lines for a grill or fire pit is being installed, a rough mechanical inspection will be required before the pipe is covered.
- Final inspection(s)
 - Once the work has been completed, call the *Building Department* at (847) 459-2530 to schedule the final inspection(s). Final inspections will typically be done within a week.



CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

Permitted Materials:

- Cement for sidewalks, front walks and patios shall be a minimum of 3.5 inches concrete over 4 inches CA-6 stone.
- Cement for public sidewalks and garage floor slabs shall be a minimum 5 inches concrete over minimum 5 inches CA-6 stone.
- Brick pavers shall be installed per manufacturer's specifications.

Coverage:

- Maximum coverage for the "Required Front Yard" is not to exceed 40% for all surfaces including driveways, brick or concrete ribbons, sidewalks, landings, stoops, porches or wood decks that are in front of the front yard setback line.
- The "Required Front Yard" area is calculated between the front property line and the front yard setback line for that zoning district.
- Sidewalks located in the front yard and running parallel to a driveway or apron must be a minimum of 3 feet away from driveways and aprons, except where the sidewalk finally connects to the driveway.
- Patios and/or sidewalks cannot be located on any easement.

Fire pits, gas fire features (walls, torches, tabletops etc.) and exterior fireplaces:

- Exterior fireplaces shall be professionally designed and will include a floor plan, cross section and vertical section. All notes, dimensions and heights shall be supplied.
- Gas features shall be professionally designed and include length and size of gas pipe, burners, valves, shut-offs, connections etc.
- Wood burning exterior fireplaces or fire pits must be a minimum distance of 25 feet away from any structure, including sheds, gazebos, or neighboring homes.
- Fire pits shall not exceed 3 feet in diameter nor 2 feet in height.
- Outdoor fire pit safety:
 - Portable fire pits must have a lid and side screening which serve as spark arrestors
 - Portable fire pits must not be used directly on wooden decks or balconies

- Portable fire pits often generate smoke that becomes objectionable to neighbors especially when they are not burning dry, seasoned fire wood. The Fire Code authorizes the Fire Department to order the extinguishment of an outdoor fire if neighbors complain about smoke.
- A portable fire pit shall not be used to burn off yard waste or trash.
- Recreational fires shall be constantly attended by an adult until the fire is extinguished.
- A minimum of 1 portable fire extinguisher or garden hose must be readily available to extinguish a fire.

Stairs and landings:

- New landings must be supported by either the existing support walls or new footings and foundations or 42 inch piers.
- The minimum landing size shall be 36 inches by 36 inches.
- There shall be a landing on each side of an exterior door.
- At no time shall an old concrete or brick paver landing be used as fill for the new landing.
- Step height may not exceed 7 ¾ inches. This includes the height between the landing and threshold of any exterior door.
- Depth of steps cannot be less than 10 inches.
- Guardrails shall be required on all raised floor surfaces of not less than 36 inches in height. Balusters shall be spaced such that a sphere with a diameter of 4 inches cannot pass through any opening.
- Handrails shall be installed a minimum of 34 inches to a maximum of 38 inches above the stairs, measured vertically from the nosing of the tread, and shall be located on at least one side of stairways of 4 or more risers and shall be continuous the full length of the stairs.

MORE INFORMATION



- More details and requirements can be found:
 - Gas Grills project guidelines for details if a permanent gas grill is to be installed.
 - Stairs and Landings project guidelines for details if a new landing is required when replacing an existing patio.
- Call the *Building Department* at (847) 459-2530 with any questions.
- All forms and applications can be found at www.vbg.org/bzdownloads.