



Village of Carol Stream

500 N. Gary Avenue, Carol Stream, Illinois 60188

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Permit Submittal Checklist and Process Patio

Note to applicants:

This handout is intended to assist applicants through the patio permit process. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

Items needed for a complete permit application:

- A completed Miscellaneous Residential Construction Permit Application (**Type C**).
- Two copies of the Plat of Survey, drawn to scale, showing the location and dimensions of the proposed patio, distances from property lines, and the location and dimensions of all existing accessory structures (sheds, pools, decks, gazebos, etc.) on the property.
- The patio permit fee of \$64, payable when application is submitted. In addition, a \$200 Parkway Preservation Bond must be submitted. Village staff will inspect the condition of the parkway prior to permit issuance and again following construction. If no damage is done to the public right-of-way during construction of the patio, the Parkway Preservation Bond will be refunded after the final inspection.

Helpful tips:

- Patios cannot be located in an easement. Please check your Plat of Survey to identify easement locations on the property.
- Patios immediately adjacent to the house must comply with the same setback from side lot lines as required for the house. In most cases, the required side setback is 7.5 feet, but there are exceptions. Community Development staff can help you determine the required setback in your neighborhood. Patios not immediately adjacent to the house must be set back at least five feet from the side and rear lot lines. For corner lots, patios may be located within a side yard adjacent to the street, not less than 15 feet from the lot line adjacent to the street, if the yard is enclosed with an allowable solid fence that is at least four feet in height.

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Permit Submittal Checklist and Process
Patio

- For patios with stairs or steps, all step heights are to be the same height in each set of risers, within 3/8” from largest to smallest, and cannot exceed 7 – 3/4” in height.
- Patios are only allowed in the rear yard, with one exception: in cases in which patio doors are located on the side of the home, a patio may be built in the interior side yard provided that the patio does not extend more than four feet into the interior side yard setback.
- The area of the patio is included in the calculation of allowable lot coverage for your property. Most properties are allowed to have 30% lot coverage, excluding the driveway. The Plat of Survey needs to identify the location and dimensions of all existing structures on your property so that the proposed lot coverage can be calculated.

Inspections (24-hour advance notice required for inspection scheduling):

- After the permit is issued, the patio base should be installed. Once the base is installed, the applicant or contractor must call the Community Development Department for an inspection **before** the concrete is poured or the brick pavers are installed.
- Following approval of the base inspection, the concrete or brick pavers can be installed. After the concrete or brick paver installation, the applicant or contractor must call the Community Development Department as soon as possible for a final inspection.
- The final inspection will include an inspection of the public right-of-way to ensure that no damage was done during construction. If no damage is found, the Engineering Services Department will coordinate a refund of the Parkway Preservation Bond.

Please do not hesitate to contact the Community Development Department at (630) 871-6230 if you have any questions regarding the building permit or inspection process.

