

	Village of Carol Stream 500 N. Gary Avenue, Carol Stream, Illinois 60188		
	Phone: (630) 871-6230	Fax: (630) 665-1064	Website: www. carolstream.org

Permit Submittal Checklist and Process Residential Driveway

Note to applicants:

This handout is intended to assist applicants through the driveway 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 Residential Construction Permit Application (or apply online: carolstream.org).
- One copies of your Plat of Survey, drawn to scale, showing the location and dimensions of the proposed driveway, including the distances from property lines.
- The driveway permit fee of \$96, payable when application is submitted.

Helpful tips:

Following are the design requirements that apply to most driveways:

- ✓ **Driveways cannot extend across the front of the principal structure by more than three feet.**
- ✓ **Driveways must maintain a one-foot setback from side lot lines (Note 3 in Diagram).**
- ✓ **Driveway width at the property line (Note 4 in Diagram)**
 - **Leading to one or two parking spaces or a one- or two-car garage, or a combination of a parking space and a one-car garage, the maximum driveway width at the property line is 20 feet.**
 - **Leading to three parking spaces or a three-car garage, or a combination of a parking space and a two-car garage, the maximum driveway width at the property line is 30 feet, provided that the width of the lot is not less than 80 feet as measured at the building line.**
 - **Leading to greater than three parking spaces or greater than a three-car garage, the maximum driveway width at the property line is 30 feet, provided that the width of the lot is not less than 80 feet as measured at the building line.**

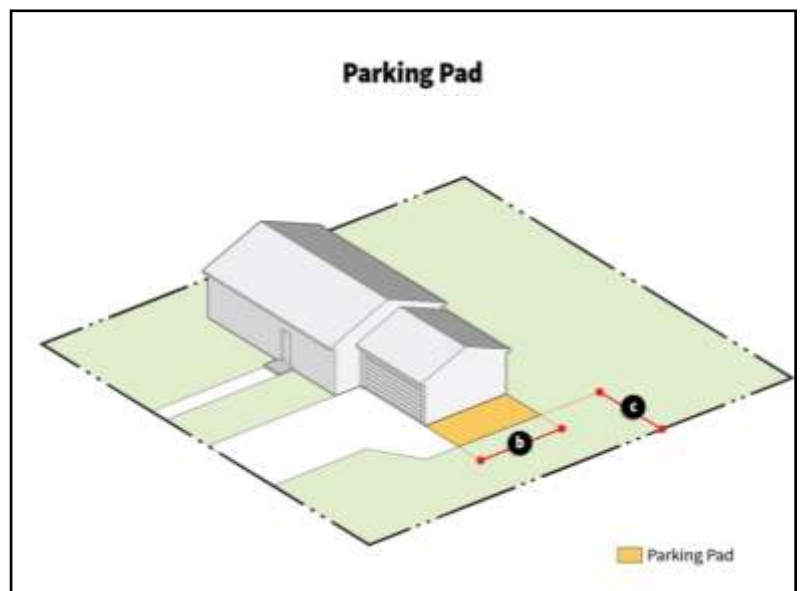
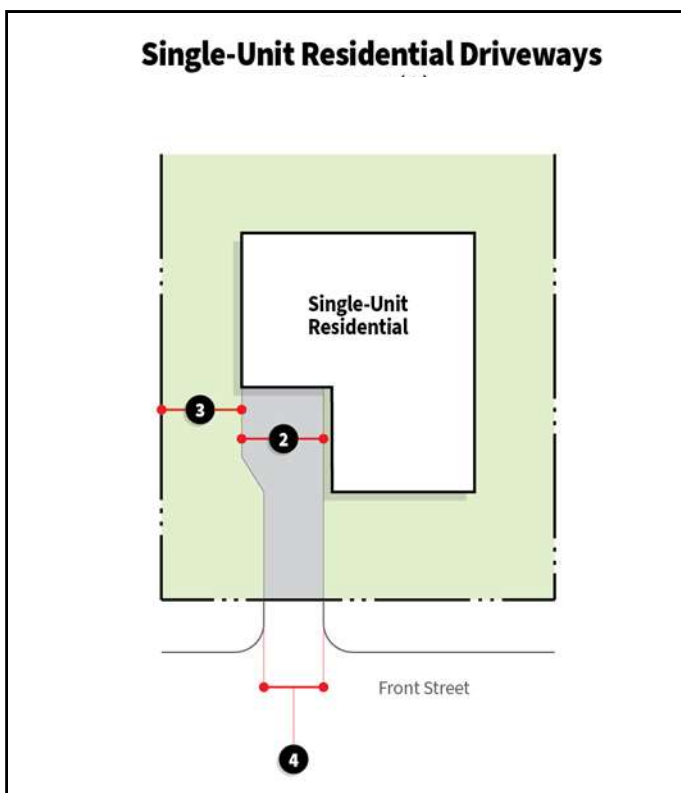
(over)

Permit Submittal Checklist and Process

Driveway

- ✓ Overall width (Note 2 in Diagram) –
 - For properties with a home having a one-car garage, or a home that was originally built with a one-car wide garage and for which the garage has been converted to living space, or for a home with no attached garage, the driveway may widen to a maximum width of 20 feet.
 - For properties with a home having a two-car wide garage, or a home that was originally built with a two-car garage and for which the garage has been converted to living space, the driveway may widen to a maximum width of 30 feet.
 - For properties with a home having a three-car wide garage, or a home that was originally built with a three-car garage and for which home the garage has been converted to living space, the driveway may widen to the combined width of the parking spaces and garage, even if greater than 30 feet.
- ✓ Driveway widening between front property line and garage – Driveways may not widen at a rate greater than one foot of width for each one foot of length (or a 45-degree angle).
- ✓ A Parking Pad is a parking area adjacent to a driveway and / or garage.
(See diagram below)
- ✓ One parking pad is allowed per single-unit residential driveway and may be located beyond the front elevation of the garage.
- ✓ A parking pad shall have a maximum length of twenty (20) feet (Note B in Diagram), as measured from the front façade line of the garage, and shall be set back a minimum of one (1) foot from any side property line (Note C in Diagram).
- ✓ A parking pad shall count toward lot coverage.

DRIVEWAY AND PARKING PAD DIAGRAMS



Permit Submittal Checklist and Process
Driveway

Inspections (24 hour advanced notice required):

- For replacement of an existing driveway, driveway widening projects, or installation of a parking pad:
 - ✓ **Base inspection – Inspection after gravel base has been prepared for new surface. Call Engineering Services Department at 630-871-6220.**
 - ✓ **Final inspection – Call the Community Development Department at 630-871-6230.**

**Contact the Community Development
Department at (630) 871-6230 if you have any questions
regarding the building permit or inspection process.**



4/9/24