

	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 Garage - Detached

Note to applicants:

This handout is intended to assist applicants through the permit process for a residential detached garage project. 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 Building Permit Application (or apply online: carolstream.org).
- One copy of the Plat of Survey showing all existing structures, **with dimensions**, plus the proposed detached garage with **dimensions** and **distances from lot lines, drawn to scale**.
- Two sets of the plans for the proposed work. **Depending on the nature of the project**, the plans may need to be prepared by and have the seal and signature of a design professional registered with the State of Illinois. Community Development Department staff will make this determination. See the “Helpful tips” section below for project requirements and a description of the information that must be provided on the plans.
- A copy of the existing and proposed electrical panel schedule along with the ratings for all circuit breakers, including the main breaker. See the “Helpful tips” section below for more detail regarding the specific electrical panel information that is required.
- A copy of the specifications for garage heater, including the BTUH rating, if applicable.
- A copy of the electrical contractor’s license (not required if homeowner is doing the electrical work).
- A separate permit will be required for the driveway, if one does not already exist.
- The permit fee, consisting of four components: Clerical, Plan Review, Development Services and Inspections. The Clerical and Plan Review Fees are due at time of permit application, and the Development Services and Inspections Fees are due at time of permit issuance. For detailed permit fee information, please obtain a copy of ***Fee Schedule B***

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for 1&2 Family Residential Additions, Alterations and Accessory Structures at the Community Development Department counter or from our website.

Helpful tips:

- The plans and information submitted must comply with the requirements of the adopted International Residential Code, National Electrical Code, Illinois State Energy Code, and the Village's adopted local amendments thereto. Two sets of plans, drawn to scale, including plan view and elevation view drawings, must be submitted. The plans must be sufficiently detailed and dimensioned so as to clearly show the scope of work, and must include information as to the size and type of materials proposed to be used. The plans and information must indicate the following (if applicable based upon your specific project):
 - The location and manufacturer's specifications of the garage heater, if applicable.
 - The location of electrical switches, receptacles (outlets) and light fixtures.
 - The amperage rating of existing and proposed circuits in the electrical panel.
 - Information regarding new windows and doors, including dimensions.
 - The garage floor must have a minimum slope from front to back of 2 inches for drainage.
 - A detached garage may not exceed 15 feet in height at the highest point.
 - Walls and ceiling must have a minimum 1/2 inch drywall if the detached garage is within 5 feet of any building.
- For detached garages over 600 square feet in area, footings and foundations are required to be a minimum of 42 inches below grade. For detached garages 600 square feet or less in area, footings and foundations are required to be a minimum 12 inches wide and 9-1/2 inches high.
- Concrete floors are to have a minimum 4" gravel base course, a 6-mil vapor barrier, and a minimum 3.5 inch concrete slab.
- A switch controlled light fixture is required at each doorway.
- Underground electric is allowed to be in rigid metal conduit or PVC schedule 40 piping. Rigid metal conduit must be a minimum 6 inches deep. PVC schedule 40 piping must be a minimum 18 inches deep, have metal bends and risers at each end, and contain a green ground wire.
- A minimum of 1 GFCI receptacle must be provided (not including garage door opener receptacle).
- Electrical circuits serving receptacles in garages must be protected with a ground fault circuit interrupter (GFCI). All electrical receptacles must be tamper resistant.

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- There shall be no more than two detached storage structures per single-family residential property. Detached storage structures include but are not necessarily limited to detached garages, sheds, playhouses, greenhouses, and other similar structures, but do not include gazebos, pools, or other recreational facilities. Sheds less than or equal to 64 square feet in area are included in this limitation.

Inspections (24-hour advance notice required):

Call the Community Development Department at 630-871-6230 to schedule all of the following inspections:

- Concrete pre-pour inspection:** Once the forms are in place and prior to concrete being poured. (A backfill inspection may also be required depending on project design.)
- Underground electrical work** prior to being covered.
- Rough electrical and framing inspection** while the work is visible.
- Insulation inspection**, if applicable, after the above rough inspections and **prior to drywall installation**
- Final inspection –Required prior to use.**

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

