



Village of Carol Stream

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Permit Submittal Checklist and Process Gazebo

Note to applicants:

This handout is intended to assist applicants through the gazebo 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 Permit Application (or apply online: carolstream.org).
- One copy of the Plat of Survey, drawn to scale, showing the location and dimensions of the proposed gazebo, distance from property lines, and the location and dimensions of all existing accessory structures (sheds, pools, patios, decks, etc.) on the property.
- The gazebo permit fee of \$96, payable when application is submitted.
- Construction detail drawings – Please see the attached sample gazebo plan for an example of the information that must be submitted. If the gazebo will be built on piers, the pier footing detail (12-inch minimum width and 42-inch minimum depth below grade) must be provided. If the gazebo is part of a deck project, please refer to the Permit Submittal Checklist and Process handout for Decks for additional requirements. For combined deck and gazebo projects, both the deck and gazebo permit fees apply.

Helpful tips:

- Gazebos cannot be located in an easement. Please check the Plat of Survey to identify easement locations on the property.
- Gazebos are only allowed in the rear yard.
- Gazebos that are part of a deck that is attached to the house must comply with the same setback from side lot lines that is required for the house. In most cases, the required side setback is 7.5 feet, but there are exceptions. Community Development Department staff

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Gazebo

can help you determine the required setback in your neighborhood. Gazebos that are not attached to the house must be set back a minimum of five feet from the interior side and rear lot lines. For corner lots, gazebos 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.

- The area of the gazebo is included in the calculation of allowable lot coverage for the 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):

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

- Pier or slab base inspection** – Once the pier holes or slab base are prepared prior to pouring concrete.
- Rough Framing** – After the deck framing is built and **before** deck boards, roofing, or siding are installed.
- Final Inspection** – **Required once gazebo is complete.**

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

