



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL

PATIO / RETAINING - SEAT WALLS

The Village of Burr Ridge Zoning Ordinance regulates the location and size of patios, patio seat walls, retaining walls, and related structures on residential property in the Village. ***A permit is required for all patios, walls, and related structures in the Village of Burr Ridge.***

The following must be submitted with a permit APPLICATION for patios, retaining walls, and seat walls:

- **Application:** A completed permit application (attached) must be submitted. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.
- **Fee:** \$125
- **Plans:**
 - One (1) copy of a Plat of Survey for the property showing all current improvements and related conditions of the property and providing the exact area of the lot (in square feet).
 - Four (4) copies of a site plan (or marked Survey) which must indicate the proposed location of the patio and related structures, the distance from all property lines, and the patio dimensions.
 - Zoning Regulations:
 - Patios:
 - Only permitted in the side or rear yard areas. Must be a minimum of 10' from a rear lot line and must comply with the required minimum side yard setback which varies by zoning district. On corner lots, patios may not be located on the side of a house facing a street and when constructed behind the house, must comply with the required corner side yard setback which varies by zoning district.
 - Patio Seat Walls:
 - Only permitted in the same locations as a patio.
 - Cannot exceed 24 inches in height from patio floor to the top of wall and not more than 42 inches measured within 2 ft. of the base of the wall.
 - Monuments in association with patio seat walls cannot exceed 42 inches in height from the patio floor to the top of the monument. No more than two monuments per patio are permitted.
 - Driveway Seat Walls:
 - May be located in a required front yard or corner side yard provided they are at least 20 ft. from a front or corner side lot line and are in conjunction with a driveway.
 - Cannot exceed 24 inches in height from drive floor to the top of wall and not more than 42 inches measured within 2 ft. of the base of the wall. Monuments located at the end of such walls may be 36 inches in height.

- Retaining Walls:
 - May be located in any buildable area and are also permitted in any required yard.
 - Cannot exceed 42 inches in height measured from the top of grade at the bottom of a wall to the top of the wall.
 - Terraced retaining walls shall be permitted where each section of the wall does not exceed 42 inches in height and a minimum of 36 inches is provided between each face of the retaining walls.
- The combined horizontal area of all accessory buildings and structures shall not exceed 30 percent of the area to the rear of the principal building.
- Four (4) copies of construction details including cross sections of walls, materials, construction methods. Details must show the height above grade and above the patio including all seat walls, retaining walls, and monument piers.
- If there is electrical, plumbing, or mechanical work, includes an outdoor kitchen, pool or spa, or if significant grading work is involved, additional plans and permit requirements will be applicable.
- **Contractor List and Licenses:** All plumbers and electricians (if applicable) must provide a copy of their State licenses.
- **HOA Approval:** Approval by the Subdivision Homeowner's Association or the Association's Architectural Review Committee, where applicable. The Village does not enforce nor retain copies of private covenants or restrictions. Please contact your HOA and receive approval prior to permit submission to the Village.

Permit Review Time: Up to 15 business days for the first review; 10 business days for each subsequent review.

At the time of permit ISSUANCE, the applicant is responsible for the following:

- **Permit must be picked up within 3 months of issuance.**
- **Fee:** Additional fees may be due at the time of permit issuance.
- **You will be provided additional information about the subsequent steps at the time of permit issuance.**

During CONSTRUCTION, the applicant is responsible for the following:

- **Inspections:** A list of required inspections will be provided at the time of permit issuance. **Applicant is responsible for scheduling all inspections.** Call 630-654-8181 ext. 3100 or email request to inspections@burr-ridge.gov by 3:00 pm at least one business day prior to the desired inspection date. Re-inspections are subject to a \$100 re-inspection fee for the second inspection; \$200 for the third and subsequent.
- **Duration of Permit:** Construction must be completed, and final inspections scheduled within 12 months of the date of permit issuance or the permit may be deemed null and void.
- **Deviations:** If there are any deviations from the approved plans, the applicant must contact Village staff to review and approve changes before construction. Construction without a permit or not conforming to an approved permit is subject to a \$750 stop work order and a \$75 penalty fee.
- **Outside Construction Hours:** Monday through Friday: 7 AM to 7 PM; Saturday: 8 AM to 5 PM; and is prohibited on Sunday and holidays.

If you have any questions regarding your permit, please contact the Community Development staff during regular Village Hall hours:

Monday through Friday
8:00 a.m. to 4:30 p.m.
(630) 654-8181 ext. 6170

You may also email your questions to: permits@burr-ridge.gov



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APPLICATION FOR BUILDING PERMIT

SINGLE-FAMILY RESIDENTIAL

PATIO/RETAINING-SEAT WALLS

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

<input type="checkbox"/> Patio	<input type="checkbox"/> Seat Wall(s)
<input type="checkbox"/> Retaining Wall(s)	<input type="checkbox"/> Stoop or Stairs
<input type="checkbox"/> Deck – Requires Separate Permit	

**\$125.00 APPLICATION FEE DUE AT THE TIME OF SUBMISSION
ADDITIONAL FEES MAY BE DUE PRIOR TO ISSUANCE OF THE PERMIT**

Address of Property:	PIN #:
Description of Work:	Construction Value:

Homeowner's Association Approval Required? YES NO

Permit Applicant:	Email:
Address:	Phone:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant.

General Contractor:	Email:
Address:	Phone:
Architect:	Email:
Address:	Phone:
Property Owner:	Email:
Address:	Phone:

I certify that the above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant

Date

ALL FIELDS REQUIRED. COMPLETE APPLICATION IN ITS ENTIRETY OR THE PERMIT WILL NOT BE PROCESSED.

Please allow up to 15 business days for the first plan review and 10 for each subsequent review. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

Questions? Email us: permits@burr-ridge.gov or call: (630) 654-8181 x 6170