



# DUPAGE COUNTY

## BUILDING & ZONING DEPARTMENT

### GAZEBOS



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist when installing a **gazebo**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions.

**You will be creating a profile in our Accela portal** – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey – possible BMP's ([Best Management Practices](#))
2. Construction plan
3. Trust Disclosure form for properties in a trust

---

A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. We accept exact cash, checks or Master Card and Visa.

1. A copy of the scalable Plat of Survey with the gazebo drawn to scale in the exact proposed location with dimensions and dimensions to the nearest lot lines. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible.

2. A copy of construction plans. See the typical gazebo detail below showing minimum code requirements. The plans must show elevations, a wall cross section and a floor plan with electrical if applicable.
3. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

**Requirements for issuance:**

4. Drainage Easement Agreement form
  5. Entrance permit
  6. Fees
  7. Performance Bond
  8. Contractor Registration
- 

4. Also for gazebos located in any part of a drainage and utility easement a [Drainage Easement Agreement](#) must be filled out and all individuals on the deed will need their signature notarized.
5. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
6. [Permit fees](#) are due at the time of issuance. We accept exact cash, check or Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
7. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
8. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current when the permit is issued.

**Zoning Requirements:** Single Family: (Ordinance Sections: R-1: 37-701, R-2: 37-702, R-3: 37-703, R-4: 37-704):

A Lot of 40,000 sq. ft. or less in size, the maximum allowable shed in all single family zones:

- 650 sq. ft.
- Bonus: If there is no attached garage add up to an additional 200 sq. ft.

A Lot over 40,000 sq. ft. in size, the maximum allowable shed in all single family zones:

- Allowance: Multiply .01625 X size of property. Maximum cannot exceed 2,600 sq. ft.
- Bonus: If there is no attached garage add up to an additional 200 sq. ft.

Setbacks:

- R-1 Zone:
  - Front: Behind the front wall of the house but not less than 40 feet whichever is greater.
  - Rear: 3 feet
  - Corner side: 40 feet
  - Interior Side: 20 feet
  
- In R-2, R-3 and R-4 Zones:
  - Front: Behind the front wall of the house but not less than 30 feet whichever is greater
  - Rear: 3 feet
  - Corner side: 30 feet
  - Interior Side: 10% of lot width or 10- feet whichever is less.
  - Interior Side Exception: If a lot is 20,000 sq. ft. in size or less: 3 feet
  
- Height: In all single family residential zones:
  - 15 feet if a lot is less than 40,000 sq. ft. in size.
  - 24 feet if a lot is 40,000 sq. ft. in size or greater.

Multi-Family Construction: (Ordinance Sections R-5: 37-705, R-6: 37-706, R-7: 37-707: Please contact the Zoning Section at 630-407-6700)

**Drainage Requirements:** BMP's if required ([Best Management Practices](#))

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **Disclaimers:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160> ). It is a fillable PDF form.

**Minimum Building Plan Requirements:**

# TYPICAL GAZEBO REQUIREMENTS

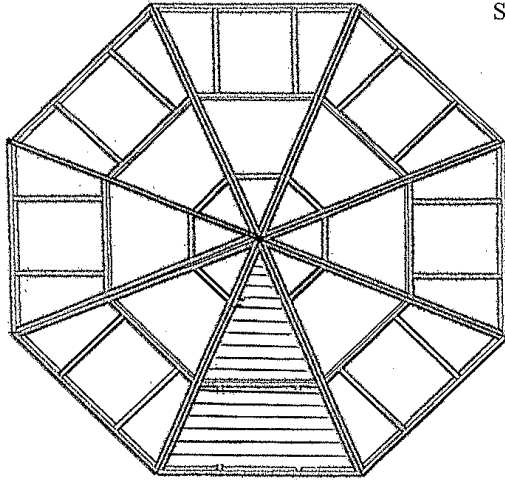
{--dimension--}

## TOP VIEW

Fully dimensioned

Show joist size & spacing/direction  
Show beam direction & size

Joist size & spacing



Flooring type

Baluster spacing

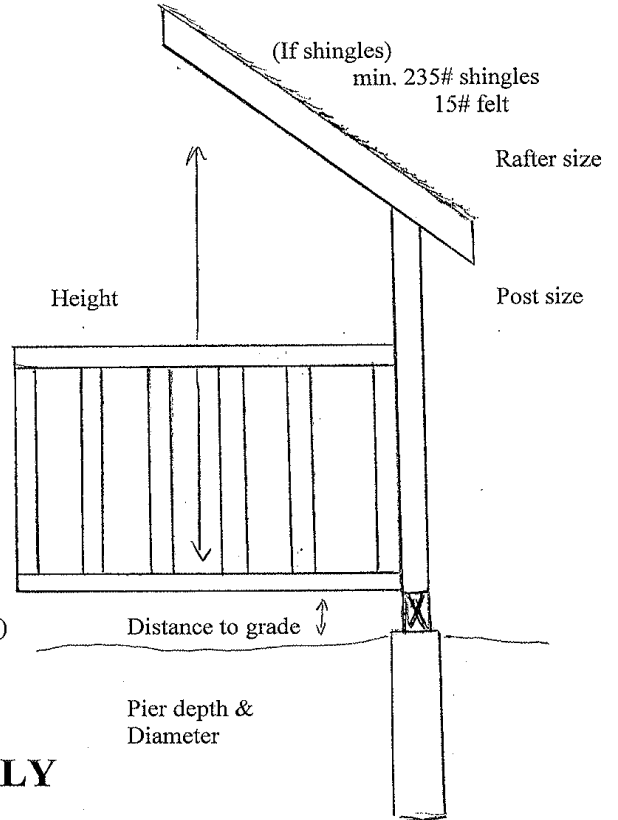
Railing Height

## SIDE VIEW

What are the post sizes?

How are the posts/beams anchored to the piers or deck?

Show location of stairs and provide a stair detail (if applicable)



**SAMPLE ONLY**

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupagecounty.gov/building](http://www.dupagecounty.gov/building).

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](http://www.julie.com) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**