



## COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

*\*Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be placed on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

### **PERGOLA, GAZEBO, CANOPY - RESIDENTIAL:** (ALL listed are REQUIRED, unless not applicable)

- Building Permit Application, all information needs to be complete.
- Plat of Survey indicating the proposed site and size of the Pergola/Gazebo/Canopy.
- Permit Addendum – Pergola, Gazebo & Canopy – Residential, signed.
- Easement Encroachment Agreement, signed, when applicable.  
**Accessory structures are not allowed to be built on easements; however, if unique circumstances make it impossible to avoid encroaching on an easement an exemption may be requested.** An exemption requires written letters from all utility companies approving the proposed accessory structure to encroach on the easement. Accessory structures are not considered a removable structure and utility companies need to approve the proposed plans. There is no guarantee that the utility companies will allow an accessory structure on the Easement.
- Letter of Approval from the homeowner's association, when applicable.
- Plans and details indicating all dimensions for the pergola, gazebo canopy, including the size and spacing of all structural members (piers, posts, beams, joists) and structural fasteners.
- Contractors Registration with bond, for those not already *licensed* and *bonded* with the Village.

I attest that I have submitted all information as required above regarding the permit applied for at:

\_\_\_\_\_ Glendale Heights, IL 60139

\_\_\_\_\_ Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



VILLAGE OF GLENDALE HEIGHTS  
 300 Civic Center Plaza  
 Glendale Heights, Illinois 60139  
 Community Development Department  
 (630) 260-6030

**BUILDING PERMIT APPLICATION**  
 (Please Print CLEARLY)

DATE: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_, GLENDALE HEIGHTS, IL 60139  
 APPLICANT NAME: \_\_\_\_\_  
 APPLICANT ADDRESS: \_\_\_\_\_  
 APPLICANT PHONE NUMBER: \_\_\_\_\_  
 APPLICANT EMAIL ADDRESS: \_\_\_\_\_  
 IS THIS A:  SINGLE FAMILY  DUPLEX  TOWNHOUSE  MULTI-FAMILY  
 EST. CONST. COST: \$ \_\_\_\_\_ HOMEOWNERS ASSOC.  YES  NO

**CHECK ONE:**

- |                                      |                                  |                                   |   |                                |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST.  | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO          | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION    | <input type="checkbox"/> SIDING  | <input type="checkbox"/> HVAC     | <input type="checkbox"/> SIDEWALK       | <input type="checkbox"/> SHED  |
| <input type="checkbox"/> REMODEL     | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY       | <input type="checkbox"/> DECK  |
| <input type="checkbox"/> DEMOLITION  | <input type="checkbox"/> DOORS   |                                   | <input type="checkbox"/> DRIVEWAY APRON |                                |
| <input type="checkbox"/> OTHER _____ |                                  |                                   | <input type="checkbox"/> OTHER PAVEMENT |                                |

SCOPE OF WORK/DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\*ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name	Address	Phone Number
OWNER: _____	_____	_____
OCCUPANT: _____	_____	_____
ARCHITECT: _____	_____	_____
ENGINEER: _____	_____	_____
GEN. CONT.: _____	_____	_____
PLUMBING: _____	_____	_____
ELECTRIC: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____

SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/ OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) \_\_\_\_\_  
 SIGNATURE OF APPLICANT \_\_\_\_\_

DIR. OF COMM. DEVELOPMENT: \_\_\_\_\_  
 DATE APPROVED: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE
Permit No.: _____
Date Issued: _____
Permit Expires: _____
Zoning District: _____
Initial Deposit: _____
Construction: _____
Fire Protection: _____
Site Improvement: _____
Sewer Connection: _____
Water Connection: _____
Water Meter: _____
Penalty: _____
Building Deposit: _____
Engineering Deposit: _____
Permit Fee: _____
Required Deposit: _____
<b>TOTAL FEE:</b> _____



A PROUD & PROGRESSIVE  
VILLAGE FOR ALL PEOPLE

# Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: [permits@glendaleheights.org](mailto:permits@glendaleheights.org)

## CONTRACTOR REGISTRATION APPLICATION

### REGISTRATION INFORMATION

REGISTRATION TYPE:  NEW REGISTRATION  RENEW REGISTRATION

TRADE(S):  ASPHALT  CARPENTRY  CONCRETE  ELECTRIC  FENCE  
 FIRE PROTECTION  GENERAL CONTRACTOR  HVAC / MECHANICAL  
 LANDSCAPE  PLUMBING  ROOFING  SIGN  SOLAR  UTILITY  
 WINDOW  OTHER / SPECIALTY \_\_\_\_\_

### COMPANY AND APPLICANT INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT ROLE:  OWNER  EMPLOYEE  AGENT

EMAIL: \_\_\_\_\_

### ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. \*Plumbing exempt.
2. Payment of fee. Contractors = \$75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

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*I do hereby attest that the information provided is true and accurate to the best of my knowledge.*

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## PERMIT ADDENDUM – RESIDENTIAL PERGOLAS, GAZEBOS & CANOPIES

PERMIT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**Permit approval is subject to the following conditions:**

### DEFINITIONS

**ACCESSORY STRUCTURE** = A structure that is located on the same lot as, and compatible with, the principal structure and serves a purpose customarily subordinate to that of the principal structure (includes canopies, gazebos, pergolas, decks, fences, sheds, etc.)

**CANOPY** (or Awning) = A roof-like structure, attached on one or more sides to the residence, open on the other sides. (May consist of canvas over frame.)

**GAZEBO** = A freestanding roofed structure, open on the sides.

**PERGOLA** = A structure consisting of vertical posts supporting an open roof of girders and cross rafters. May be freestanding or attached to the residence.

**PORTICO** = A gazebo-like structure, but attached to the residence on one side.

### GENERAL / BUILDING

1. All work shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights, including but not limited to:
  - Village of Glendale Heights Zoning Ordinance
  - 2006 International Residential Code
2. Gazebos and pergolas may only be located in the rear yard. Canopies and porticos may be located in any yard, subject to dimensional restrictions.
3. Accessory structures shall not exceed 17 feet (or one story) in height.
4. Accessory structures must be setback as follows:
  - a. At least 3 feet from all property lines, and
  - b. At least 5 feet from all other structures (unless attached to the principal building) if over 200 square feet, and
  - c. Cannot be built on or over any utility or drainage easements
5. Accessory structures with solid roofs (canopies, gazebos) must be capable of resisting loads (snow, wind, etc.) and comply with the code requirements for the material used (asphalt shingles, etc.)
6. Each structural support/post shall be sufficiently anchored to the ground to prevent uplift.
7. Approved construction documents must be present and available at inspections.
8. Remove all excavated spoils (unless approved by the Village Engineer)

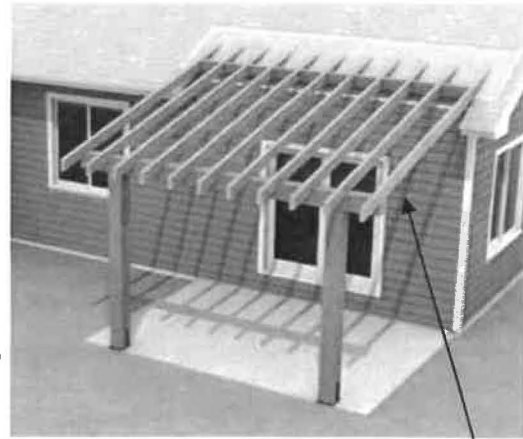
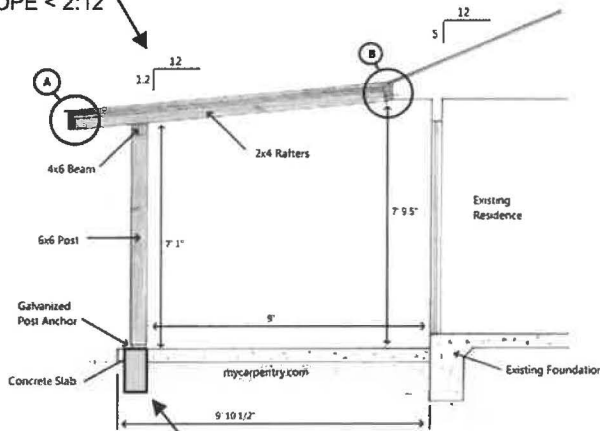
**PERMIT ADDENDUM – RESIDENTIAL  
PERGOLAS, GAZEBOS & CANOPIES**

PERMIT \_\_\_\_\_

ADDRESS \_\_\_\_\_

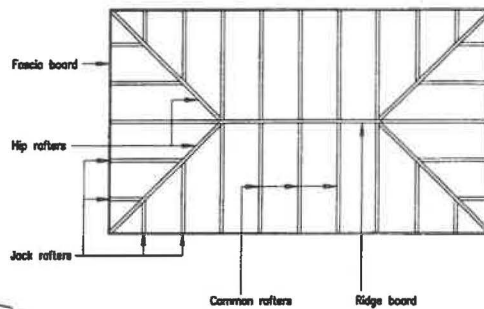
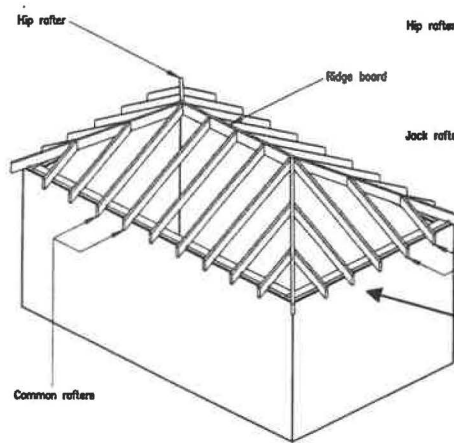
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**CANOPIE  
examples**



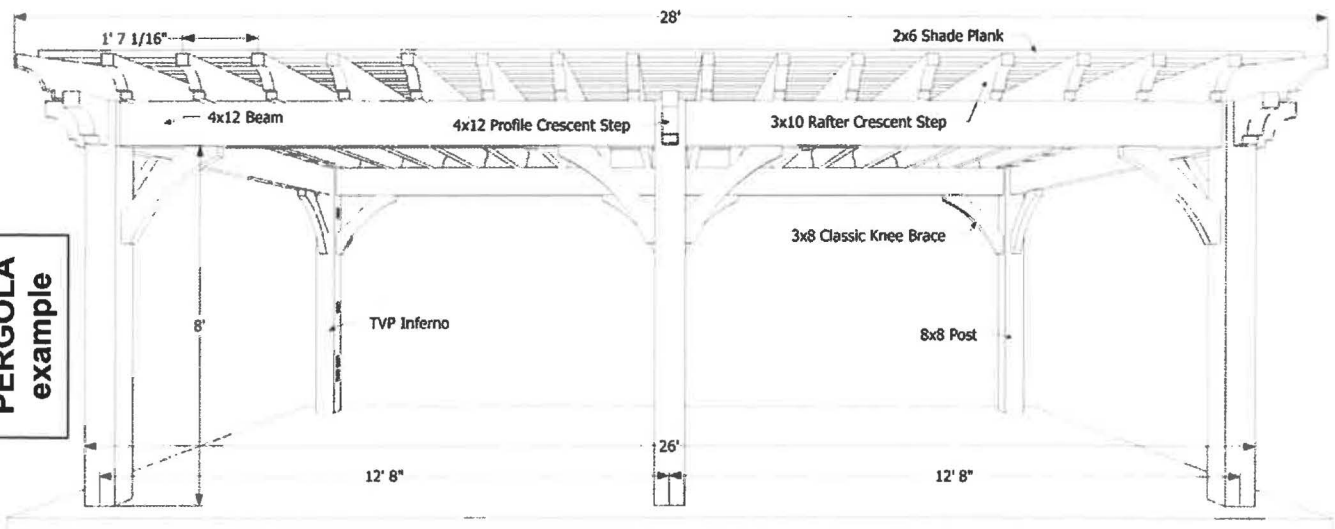
FRAMING  
SHOWN  
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PLYWOOD  
DECKING

**GAZEBO  
example**



FRAMING  
SHOWN  
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PLYWOOD  
DECKING

**PERGOLA  
example**

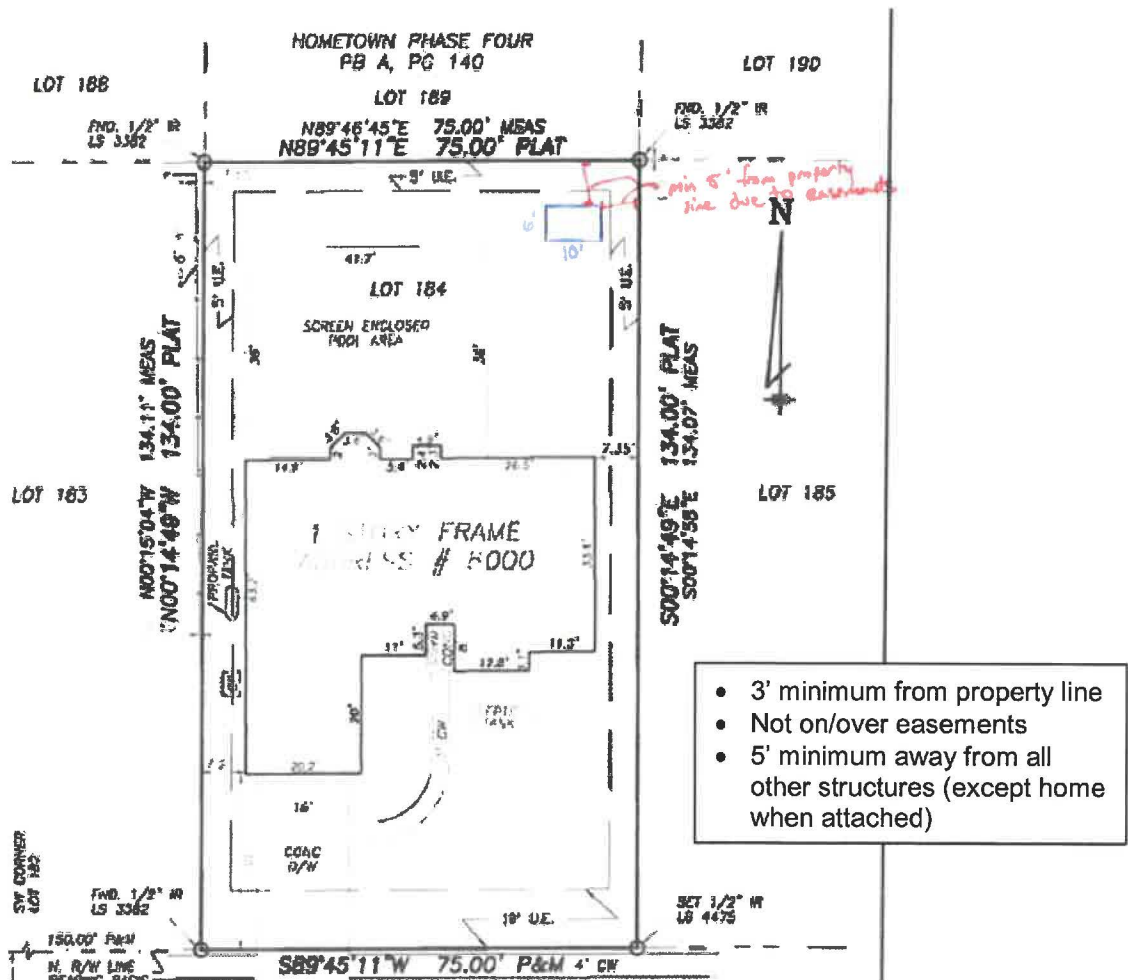


**PERMIT ADDENDUM – RESIDENTIAL  
PERGOLAS, GAZEBOS & CANOPIES**

PERMIT \_\_\_\_\_

ADDRESS \_\_\_\_\_

Example of a Plat of Survey marked with size and location of accessory structure:



Contact JULIE before any digging (Call 8-1-1)

This handout identifies many, but not all, of the most common code requirements that apply to accessory structures. It is not a comprehensive list of all code requirements, nor is it intended to take the place of a thorough inspection.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_