

Permit Submission Requirements



In addition to a completed application, all permit submissions are required to include the following information:

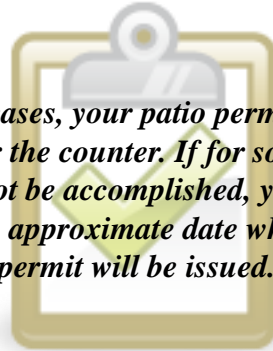
- A plat of survey identifying the location of the patio. The Patio should be clearly dimensioned.
- If you are installing a brick patio, you will need to submit a copy of the manufacturer's specifications.

Other Requirements

- Patios must be constructed of concrete or paving bricks.
- Paving bricks must meet Village specifications.

Location

- Patios shall be a minimum of five feet (5') from the property line.
- If a patio is to be closer than five feet (5') from the property line, it must be approved by the Community Development Department prior to the permit being issued.



In most cases, your patio permit will be issued over the counter. If for some reason this cannot be accomplished, you will be given an approximate date when your permit will be issued.

Questions ?

*Please call the
Community Development
Department at
(847) 357-4220
Monday through Friday,
between the hours of
8:00 a.m. and 5:00 p.m.*

Patios



*A How-to Guide for Obtaining
a Permit for your Project*



Elk Grove Village
Home Improvement
Series

Why?



- The permit process is needed to protect both you and the Village from improper work done by contractors.

- Permits can save you money by making certain that all jobs are done correctly the first time so that they do not have to be redone to meet Village codes.

- The Village is on your side. We want to ensure that you will enjoy your patio for many years to come. The permit you receive for this project will allow us to do just that.

- Elk Grove Village is dedicated to assisting its residents. The Community Development Department will show you this dedication as you apply for and receive your patio permit.

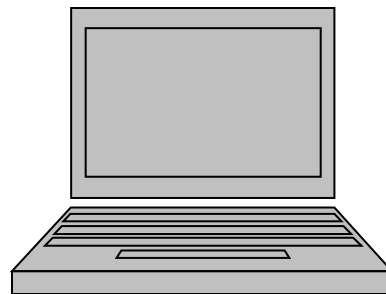
How?

In Person

1. Obtain a permit application from the Community Development Department which is located on the main level of the Charles J. Zettek Municipal Building at 901 Wellington Avenue.
2. Return the completed application with a copy of your plat of survey showing the proposed location of your patio to the Community Development Department.
3. After you receive your permit, make sure to call for your required inspections.

Online

1. Visit www.elkgrovepermits.com
2. Fill out the online permit request form.
3. Make sure to set up the required inspections either by phone or online.



Inspections



Inspections required at various stages of the project are:

Pre-Pour

Prior to concrete or paving bricks being placed. This inspection is to insure proper base and framing (if necessary).

Final

When patio and restoration of landscaping is completed.



Requesting Inspections

To schedule an inspection, contact the Community Development Department at (847) 357-4220, Monday through Friday between the hours of 8:00am and 5:00pm. Requests for inspections must be made 24 hours in advance. Please have your permit number ready when you call.

You can also set up an inspection online at www.elkgrovepermits.com