



# VILLAGE OF BURR RIDGE

## PROCEDURES FOR BUILDING PERMIT

### Residential Outdoor Kitchens

The Village of Burr Ridge Zoning Ordinance regulates the location and size of outdoor kitchens on residential property in the Village. ***A permit is required for an outdoor kitchen.***

**The following is required with a permit application for an accessory structure:**

**Permit Application;** A completed permit application must be submitted with the following plans:

- One copy of a Plat of Survey of the property;
- Four (4) copies of a site plan (or marked Survey) showing all existing buildings and structures and the location, dimensions and distance from property lines for the outdoor kitchen.
- Four (4) copies of construction details including cross sections of walls and materials. Details must show the height of the outdoor kitchen and location of any cooking or fire areas.
- Detailed plans for all electrical, plumbing or mechanical work are required.
- Approval by the Subdivision Homeowner's Association or the Association's Architectural Review Committee where applicable.

Plans must be drawn to scale and provide all vertical and horizontal dimensions of the structure(s) and its design features.

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

- A permit fee of \$50 (additional fees due if electrical, mechanical or plumbing is included).
- 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 \$200 stop work order and a \$75 penalty fee.
- Applicant must complete the construction and call for a final inspection within 12 months of the date the permit is issued or the permit may be deemed null and void.
- Additional inspections and a \$5000 cash bond may be required for permits with grading, electrical, mechanical, or plumbing. Inspections must be scheduled prior to 3 pm at least one day before the inspection is desired (call 630 654-8181, ext. 3100).

**Permitted times for outside construction are:** Monday through Friday: 7 AM to 7 PM; and Saturday and Sunday: 8 AM to 5 PM

**A word of caution...** there may be restrictive covenants pertaining to your property which may prohibit or regulate patios and walls - even if you do not have an active homeowners association. Covenants may be enforced via civil action by a Homeowners Association or other residents in a subdivision. Covenants are in addition to zoning regulations (the more restrictive of the two apply). The Village does not enforce nor retain copies of covenants. Your property title should reference a document number for any covenants. That number can be used to obtain a copy of the covenants from the County Recorder.

**Zoning Regulations:** Outdoor kitchens are permitted in rear yards only as follows:

- a. Outdoor kitchens must be a minimum of 10 feet from the rear lot line and not closer to the side lot line than the required side yard setback of the applicable district.
- b. Outdoor cooking appliances must maintain a minimum distance from combustible materials as recommended by the appliance manufacturer or a minimum distance of 10 feet.
- c. Outdoor kitchens may not exceed 5 feet in height and 60 square feet in area except that a chimney provided for a stove or fireplace may extend to 15 feet in height.



# VILLAGE OF BURR RIDGE

## APPLICATION FOR BUILDING PERMIT

### Single-Family Residential

**APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:**

- New Residence—\$1000 Deposit   
  Addition —\$600 Deposit   
  Alteration—\$200 Deposit   
  Accessory Structure—No Deposit  
 Accessory Building – With Electrical, Mechanical or Plumbing (EMP) - \$200 Deposit   
  Accessory Building – No EMP – No Deposit  
 Electrical, Plumbing or Mechanical Alteration or Service Upgrade -No Deposit   
  Other – Deposit to be determined

Description:

\$  Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #:
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*All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.*

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

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, only.

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

Please allow **14 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.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant	Date of Submittal
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