



# VILLAGE OF BURR RIDGE

## PROCEDURES FOR BUILDING PERMIT

### Residential Patio and 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 is required with a permit application for an accessory structure:**

**Permit Application;** A permit application (attached) must be completed and submitted to the Village. 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.

**Required Plans:** All patio and wall permit applications must be accompanied by the following:

- One copy of a Plat of Survey of the property;
- Four (4) copies of a site plan (or marked Survey) which must indicate the location of all existing buildings and structures and the location, dimensions and distance from property lines for all proposed patios, walls and related structures.
- 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, if the patio includes an outdoor kitchen, pool or spa, or if significant grading work is involved, additional plans and permit requirements will be applicable.
- 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).

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

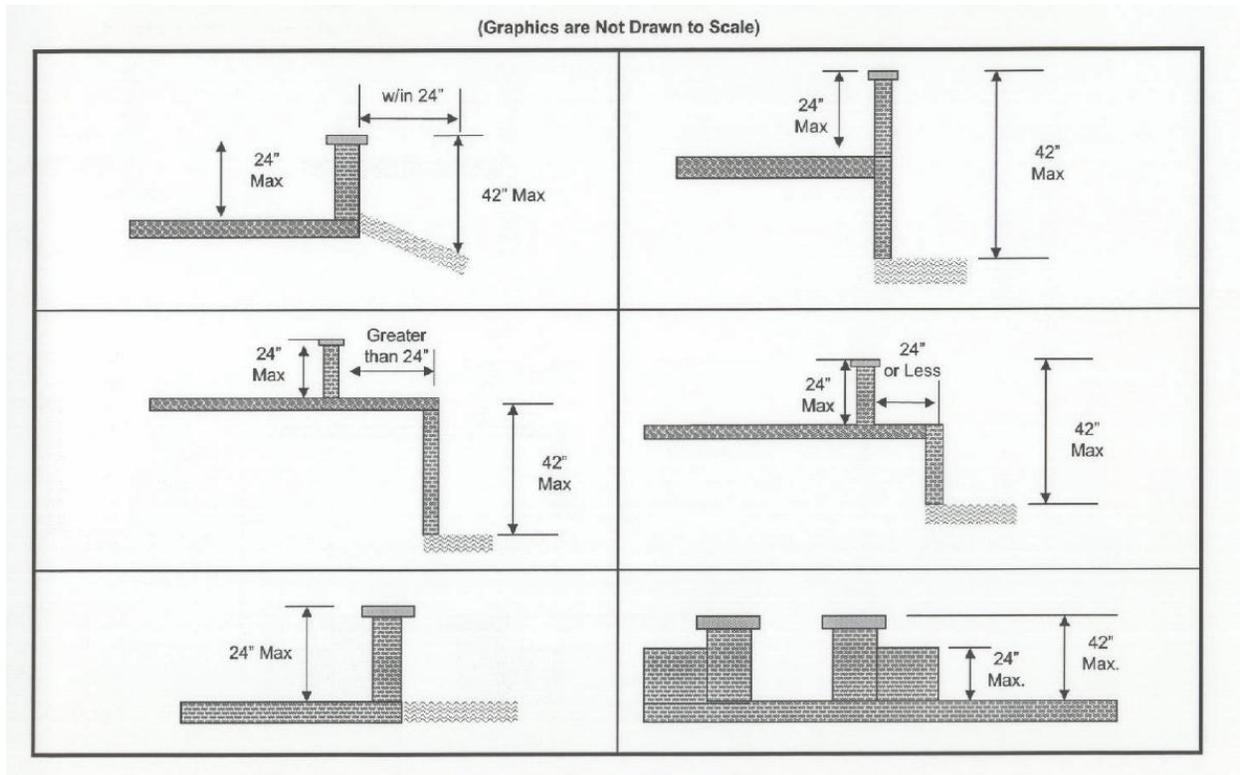
**A word of caution...** there may be restrictive covenants pertaining to your property which may prohibit or regulate patios and walls - even if you do not have an active homeowners association. Covenants may be enforced via civil action by a Homeowners Association or other residents in a subdivision. 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.

# Regulations for Residential Patios and Walls

## Village of Burr Ridge Zoning Ordinance

### Zoning Regulations:

- Patios and Seat Walls are restricted to the side or rear of the house, must be a minimum of 10' from a rear lot line and must comply with the required side yard setback (varies by Zoning District - 10 to 20'). However, driveway seat walls may be located 2 feet from the side lot line.
- Retaining walls constructed for driveways, patios or other structures, must comply with the minimum setback of the related structure. Freestanding retaining walls may be located anywhere on a lot.
- On corner lots, patios and seat walls 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 (varies by Zoning District - 30 to 50').
- 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.
- Driveway or Patio Seat Walls may not be more than 24 inches in height from patio floor to the top of wall and not more than 42 inches measured within 2 feet of the base of the wall.
- Monuments or piers in association with patio seat walls shall be not more than 42 inches in height from the patio floor to the top of the monument and shall be limited to not more than two per patio.



- Retaining walls shall not 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.



# 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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