



## WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application.
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ Plat of survey or site plan showing the locations, dimensions, and set backs of all existing and proposed improvements. Setbacks from property lines vary by zoning districts.

## WHAT YOU SHOULD KNOW

- ▶ No work can begin prior to a permit being issued.
- ▶ All projects are subject to zoning approval.
- ▶ If the property is located in the Historic District, a Certificate of Appropriateness (COA) is required.
- ▶ Many subdivisions have private covenants and restrictions which supersede City zoning requirements. The City of Elgin does not enforce covenants and restrictions. It is recommended that property owners check with the homeowner's association prior to commencing any work.
- ▶ Separate engineering permits are required for approach, sidewalk, or curb.
- ▶ Before you dig to install your fence, contact JULIE at 1-800-892-0123 to locate utility lines.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection.

## REQUIREMENTS

1. **Construction:**
  - a) All concrete for exterior use must be a minimum of 4000 psi air entrant concrete.
  - b) Concrete driveways must have a minimum of 4" of compacted gravel with 4" of concrete. Total thickness of paving surface must be a minimum of 8".
  - c) Brick driveways must have a minimum of 2" paver brick over 8" of compacted gravel. Total thickness of paving surface must be a minimum of 10".
  - d) Thickness of paving material may be substituted for gravel provided that the total pavement thickness required is met.
  - e) Asphalt driveways must have a minimum of 2" of asphalt over 8" of compacted gravel. Total thickness of paving surface must be a minimum of 10".



Call J.U.L.I.E. before you dig!  
Dial 8-1-1 or 800-892-0123 to locate utility lines.