



WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application.
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ Plat of survey showing the locations, dimensions, and set backs of all existing and proposed improvements.

WHAT YOU SHOULD KNOW

- ▶ No work can begin prior to a permit being issued.
- ▶ Is the property is located in a Historic District, a Certificate of Appropriateness (COA) is required.
- ▶ Many subdivisions have private covenants and restrictions which supersede City zoning requirements. The City does not enforce covenants and restrictions. It is recommended that property owners check with the homeowner's association prior to commencing any work.
- ▶ You may request an optional pre-pour inspection at no cost, but this would need to occur before any concrete is poured.
- ▶ A final inspection is required once the work is completed. The request for an inspection must come from the applicant or the home owner.
- ▶ The contractor requirements can be found online at cityofelgin.org/permits.

REQUIREMENTS

1. **Plans:**

- a) Plans must be to scale.
- b) Provide existing topography and proposed topography.
- c) Setbacks must satisfy Elgin Municipal Code requirements.
- d) Sign and seal all plan sheets.
- e) Provide location map.
- f) Indicate north arrow on site plan.
- g) Show all existing conditions onsite and offsite, including easements, rights of way, property lines, utilities, structures, trees, etc.
- h) Show how material behind wall will be drained.
- i) Show center line of wall in relation to property pins and lines. No portion of wall or footing shall encroach on required setbacks, neighboring properties, rights of ways, or easements.
- j) Provide owner, contractor and registered structural engineer names with addresses and telephone numbers.



- k) Notes to be included on plans:
 - 1. Contractor must ensure the location per the approved plan.
 - 2. All work must be completed within the limits of the property unless otherwise noted.
 - 3. Construction and testing of material must be in accordance with the standards specified in the calculations by the structural engineer. If applicable, concrete and reinforcement must conform to ACI and AISC requirements.
 - 4. All work must be completed under the supervision of the structural engineer.
 - 5. Mylar as-built drawings, inspection notes, and photographs must be provided to the City.
- l) Wall details to be included on plans:
 - 1. Reinforcement (sizes, lengths, locations).
 - 2. Keyway if necessary.
 - 3. Drainage facilities.
 - 4. Backfill material.
 - 5. Cross-section of each wall dimension per the structural engineers calculations.
 - 6. Curing times for footings and walls must be as specified by the structural engineer.

2. Calculations:

- a) Soil data and analysis.
- b) Calculations necessary to design footing.
- c) Calculations necessary to design wall. Provide: i) factor of safety values; ii) dead (soil) and live (vehicle) load values; and iii) calculations proving wall is safe from overturning, settlement, sliding, and structural failure.
- d) Show how permanent drainage of backfill material will be provided.
- e) Specify materials to be used, testing to be provided, and construction material and testing standards to be followed.
- f) References must include applicable sections of Elgin Municipal Code and IBC/IRC.
- g) Calculations submitted in report format must include an index page with the signature and seal of the designing structural engineer. All pages within the report must be dated and initialed by the structural engineer.



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