



## Patio Permit Information

The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:

- Building Permit Application
- One (1) copy of the contract / proposal from the contractor performing the work
- Patio Location Worksheet
- Two (2) copies of the plat of survey showing the footprint/location of the patio. Please indicate the distance from the patio to the side and rear lot lines.

Please allow ten (10) working days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

### Fees:

- **Patio Permit Fee:** \$35.00 to be paid when the permit is picked up.
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

### Inspections:

The applicant is responsible for scheduling all required inspections with our office. The following is a list of inspections, which may be required for your project:

- **Pre-Pour Inspection (Concrete Patio Only)**
- **Final Inspection (Paver Patio Only)**

### General Comments:

- The application packet and stamped Village approved plans are to be on the job site at all times.
- A minimum 24-hour notice is required when scheduling any inspection.
- Compliance with the indicated codes, ordinances, and inspections required.
- Patio must be a minimum of five (5) feet from interior side lot line and shall not impede drainage.
- Patio must be a minimum of ten (10) feet from rear lot line and shall not impede drainage.
- The yellow permit card must be displayed during construction and must be visible from the street.

## Patio Location Worksheet

Please indicate the distance from the proposed patio to the lot lines as shown below. Patios must be a minimum of 5' from the interior side lot lines and a minimum of 10' from the rear lot line. Patios cannot be located in any easement. Patios are not allowed in front or corner side yards. **Please also indicate the dimensions of the patio.**

