GENERAL INSTRUCTIONS FOR A PERGOLA PERMIT

Need to Submit

1. Completed accessory structure permit application.
2. Completed pergola requirement worksheet.
4. Plot plan or survey showing the pergola with all distances to the lot lines.
5. Detailed drawings showing the overall dimensions of the structure; pier and post spacing and locations; size, span and spacing of beams; size, span and spacing of roof/ceiling joist and any roof/ceiling material; details on all member to member connections (hangers, bolts, nails, etc).

Definition. **Pergola** - An open freestanding or attached structure comprised of parallel columns supporting an open roof of trelliswork or beams and crossing rafters on which climbing plants are typically trained to grow, and does not include walls. An open roof is one that, when viewed at a perpendicular angle, is at least sixty (60) percent open to light and air, but not including plant material.

Location. No portion of a pergola is allowed on or in any easement. Pergolas shall be a minimum of 5 feet from any property line. Pergolas are not allowed in front yards.

Piers. Shall be poured isolated. Shall be a minimum of 8 inches in diameter and 42 inches below grade. Once the holes for the piers are dug, there shall be an inspection **before** concrete is poured.

Support Post. When a post base is attached to the surface of a supporting pier or when a support post is buried, sway bracing shall be provided. When burying the support posts, 36 inches of each support post shall be buried.

Connections. Post to pier connections shall be made with an approved connector. All connectors shall be installed per the manufacturer’s specifications. Beam to post connections shall be made by through bolting with a minimum of (2) ½ inch diameter bolts or by installing approved connectors. Joist to beam connections that are toe nailed shall be made with a minimum of (2) 16d nails.

Roof. Must remain at least 60% open. Ceiling joists, beams, and posts shall be built to withstand a minimum of 30 lbs. per square foot snow load plus 10 lbs. per square foot dead load. Use appropriate sizing chart as a guideline. Plans that do not meet this requirement will need approval from an Illinois Licensed Design Professional.

Roof structures that are less than 60% open are considered solid roof structures. Solid roof structures shall be located a minimum of 10 feet away from the primary structure, unless supported by a continuous foundation that is attached to the primary structure.
1. What type of material will be used to construct the pergola: TREATED or CEDAR or OTHER
   If OTHER, please explain: __________________________________________________________
   (If installing a prefabricated pergola, provide the manufacturer’s installation instructions)

2. Will the pergola be attached to a structure? YES or NO

3. Will the pergola be freestanding? YES or NO

4. Will the support posts be attached to piers? YES or NO
   If YES,
   4a. Pergola piers will be _______inches in diameter by _______inches below grade.
       (Piers shall be isolated and a minimum of 8 inches in diameter and 42 inches below grade)

5. Will the support posts be buried 36 inches in lieu of piers? YES or NO

6. Will sway bracing be installed? YES or NO

7. Pergola support posts will be ______ by ______ inch post.

8. Pergola support posts will be spaced ______ feet on center.

9. Pergola support posts will be _______feet in height. (If support posts are to be buried in the ground, the buried portion shall be a minimum of 36 inches)

10. Pergola support beams will be double members using 2x6 or 2x8 or 2x10 or 2x12.

11. Pergola ceiling joists will be single members using 2x4 or 2x6 or 2x8 or 2x10 or 2x12.

12. Pergola ceiling joist will be spaced _______inches on center.
DATE:______________

PERGOLA PERMIT CHECKLIST FOR :___________________________________________

(Address)

All Items listed must be completed and all documentation must be submitted at the time of permit application. Application submittals not complete WILL NOT be accepted for processing.

☐ Name, Address, Phone Number complete on Permit Application

☐ Permit Application signed and dated

☐ Project Cost – Including labor (if applicable)

☐ Contractor information (if applicable)

☐ Plat of Survey

☐ Location of Pergola on Plat of Survey with all dimensions/distances to lot lines

☐ Dimensions of Pergola

☐ Two sets of plans with completed “Pergola Requirement” worksheet

☐ Homeowner has contacted their Homeowner’s Association before starting work

The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner’s Association.
# JOIST & BEAM SIZING FOR CEDAR PERGOLAS

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*Triple beam members require the support posts to be minimum 6"x6"*
## JOIST & BEAM SIZING FOR TREATED PERGOLAS

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Building Permit Application for Existing and Accessory Structures

Permit No. _________________

CUSTOMER DATA

Name of Owner:____________________________________________________
Property Address:___________________________________________________
Daytime Phone #:___________________Cell #:___________________________
Subdivision:_______________________________________________________

CONTRACTOR DATA

Name of Contractor:_________________________________________________
Address of Contractor:________________________________________________
City:________________________State:______Zip:________________________
Daytime Phone #:_____________________Cell #:_________________________

PROPOSED PROJECT DATA

TOTAL OVERALL COST:$___________________________________________

DESCRIPTION OF WORK:

Existing Structure:

___ (5) Remodel / ____ (10) Demolition / ____ (9) Re-roof/Siding
___ (4) Addition / ____ (11) Plumbing work / ____ (11) Electrical work
___ (11) Radon Mitigation / ____ (4) Garage/attached ___ (3) Garage/detached
____ (11) Replacement windows / doors

Accessory:

___ (3) Fence ___ wood ___ chain link ___ other -

___ new ___ replacement / height ___ 3’ ___ 4’ ___ 5’ ___ 6’

___ (3) Patio size ___ X ___ / ___ concrete ___ pavers

___ (3) Deck / ____ (3) Pergola / ____ (3) Service Walk / ___ concrete ___ pavers

___ (3) Driveway ___ asphalt ___ concrete

___ (3) Shed size ___ X ___ / ___ pre-built ___ built on site

___ (3) Swimming Pool ___ above grd. ___ in grd. ____ (3) Hot Tub

___ (11) Other - describe ___________________________________________

___ (19) Temporary Pool ___ (21) Lawn Irrigation

CERTIFICATION

The applicant agrees to conform to all applicable laws of this jurisdiction. I also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application, except for such changes as may be required by the inspection officials.

SIGNED: __________________________________________
Signature of Owner or Owner’s Agent

DATE ____________________________

PERMIT APPROVED BY:

Building Inspector ____________________________________________

Date ____________________________