



## BUILDING DEPARTMENT

113 Main Street • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545  
Website: <http://www.oswego.il.gov>

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### **BASIC REQUIREMENTS FOR SCREEN PORCHES AND 3-SEASON ROOMS**

These are only basic requirements. Other rules and codes may apply for your structure.

#### **Required information for submittal -**

1. Provide a Plat of Survey showing the proposed structure with dimensions and setback lines from the structure to the lot lines clearly indicated.
2. Provide two (2) sets of construction plans for the structure.  
The plans shall include the following:
  - a. A drawing of the construction details of the walls.
  - b. A drawing of the construction details of the roof.
  - c. A drawing of the construction details of the floor system.
  - d. A drawing of the proposed electric for the structure.
  - e. A drawing of the construction details of the foundation, including attachment to the existing structure.

#### **Basic construction requirements –**

1. Per amended Village Code, all additions and accessory roofed structures attached to the primary structure shall have a minimum of either a trenched footing or footing and wall configuration. The minimum required size for a trench footing is ten (10) inches wide and forty-two inches below the surrounding grade.
2. A Spot Survey of the property is required after the footing has been poured and prior to any wall construction.
3. Any door leading to the exterior of the structure shall be provided with a switch controlled light on the outside of the structure near the entry door.
4. If the floor surface of the porch is installed at a height of fifteen and one quarter (15-1/4) inches above the surrounding grade, it would require guards to be installed to a height of thirty six (36) inches above the floor surface. Screening material alone does not meet the requirements of this code.
5. Any stair sections containing three or more risers would require a landing to be installed at any exterior door.  
Landings are required to be the width of the door and thirty six (36) inches in the direction of travel.
6. Any installed outlets on a screen porch shall be GFCI protected. Lights on the interior of the screened structure shall be rated for damp locations. All electrical shall be installed in metal conduit.
7. If the proposed structure is provided with heat and/or air conditioning, the Codes for habitable spaces would apply.



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DATE: \_\_\_\_\_

**PORCH 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 proposed structure on Plat of Survey with all dimensions/distances to lot lines
- Location of all easements on Plat of Survey
- Location of all utilities on the Plat of Survey
- Two (2) sets of construction plans – Signed and sealed by Illinois Registered Design Professional
- Proposed electrical layout on submitted plans
- Location of any subsurface seepage system, septic tank, aerobic treatment plant or distribution box (if applicable)
- 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.



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Building Permit Application for 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
(11) Radon Mitigation / (4) Garage/attached (3) Garage/detached
Plumbing work - describe
Electrical work - describe
Accessory:
(3) Fence wood chain link other -
new replacement / height 3' 4' 5' 6'
(3) Patio size X / concrete paver bricks
(3) Deck / (3) Pergola / (3) Driveway asphalt concrete
(3) Shed size X / pre-built built on site
(3) Swimming Pool above ground in ground
(11) Lawn Sprinkler / (11) Landscaping describe
(11) Other describe

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.

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: \_\_\_\_\_
Applicant's Signature

DATE \_\_\_\_\_

PERMIT APPROVED BY:

Building Inspector \_\_\_\_\_ Date \_\_\_\_\_