



## BUILDING DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-2310 • Fax: (630) 554-7545  
Website: <http://www.oswego.il.org>

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# GENERAL INSTRUCTIONS FOR A PERGOLA PERMIT

## Need to Submit

1. Completed accessory structure permit application.
2. Completed pergola requirement worksheet.
3. Completed pergola permit checklist.
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.



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### PERGOLA REQUIREMENT WORKSHEET

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.



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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.



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# JOIST & BEAM SIZING FOR CEDAR PERGOLAS

## J O I S T S P A N

		6'	7'	8'	9'	10'	11'	12'	13'	14'	15'	16'	
P O S T  S P A C I N G	4'	Cedar Joist Size	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc	2x10 16"oc
		Cedar Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x12 24"oc	2x12 24"oc
	Cedar Beam Size	2-2x6	2-2x6	2-2x6	2-2x6	2-2x6	2-2x6	2-2x6	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8
	5'	Cedar Joist Size	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc	2x10 16"oc
		Cedar Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x12 24"oc	2x12 24"oc
	Cedar Beam Size	2-2x6	2-2x6	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8
6'	Cedar Joist Size	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc	2x10 16"oc	
	Cedar Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x12 24"oc	2x12 24"oc	
Cedar Beam Size	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	
7'	Cedar Joist Size	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc	2x10 16"oc	
	Cedar Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x12 24"oc	2x12 24"oc	
Cedar Beam Size	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x8	2-2x10	2-2x10	2-2x10	2-2x10	
8'	Cedar Joist Size	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc	2x10 16"oc	
	Cedar Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x12 24"oc	2x12 24"oc	
Cedar Beam Size	2-2x8	2-2x8	2-2x8	2-2x8	2-2x10	2-2x10	2-2x10	2-2x10	2-2x10	2-2x12	2-2x12	3-2x12*	

\*Triple beam members require the support posts to be minimum 6"x6"



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# JOIST & BEAM SIZING FOR TREATED PERGOLAS

J O I S T S P A N

		6'	7'	8'	9'	10'	11'	12'	13'	14'	15'	16'		
<b>P O S T  S P A C I N G</b>	4'	Treated Joist Size	2x4 16"oc	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc	
		Treated Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc
		Treated Beam Size	2 - 2x6	2 - 2x6	2 - 2x6	2 - 2x6	2 - 2x6							
	5'	Treated Joist Size	2x4 16"oc	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc
		Treated Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc
		Treated Beam Size	2 - 2x6	2 - 2x6	2 - 2x6	2 - 2x6	2 - 2x6							
	6'	Treated Joist Size	2x4 16"oc	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc
		Treated Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc
		Treated Beam Size	2 - 2x6	2 - 2x6	2 - 2x6	2 - 2x8	2 - 2x8							
	7'	Treated Joist Size	2x4 16"oc	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc
		Treated Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc
		Treated Beam Size	2 - 2x6	2 - 2x8	2 - 2x8	2 - 2x8	2 - 2x8	2 - 2x8	2 - 2x8	2 - 2x8				
8'	Treated Joist Size	2x4 16"oc	2x4 16"oc	2x4 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x6 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x8 16"oc	2x10 16"oc	
	Treated Joist Size	2x4 24"oc	2x6 24"oc	2x6 24"oc	2x6 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x8 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	2x10 24"oc	
	Treated Beam Size	2 - 2x6	2 - 2x6	2 - 2x8	2 - 2x10	2 - 2x10	2 - 2x10	2 - 2x10						



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Rec. \_\_\_\_\_ Ent. \_\_\_\_\_ App. \_\_\_\_\_ Contr.Reg. \_\_\_\_\_ Comp. \_\_\_\_\_

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.

PERMIT APPROVED BY:

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

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: \_\_\_\_\_
Signature of Owner or Owner's Agent

DATE \_\_\_\_\_