



# JOLIET BUILDING & INSPECTIONAL SERVICES DIVISION

## PERMIT INFORMATION PACKET FOR GAZEBOS & PERGOLAS

NOTICE: If permit submissions are incomplete, and/or submitted without the required permit information and supporting documents, they will be returned to the applicant.

### Required Permit Information:

- An accurate plat of survey with the placement of the structure clearly marked.
- Completed Gazebo & Pergola Permit Application
- Measurements
- Structural Drawings
- Homeowner's Association approval, if applicable.
- Cost Estimate
- Copy of the contract, if the work is being completed by a Contractor.

If a Contractor is performing the work, then the Contractor must be the one to pull the permit (per Sec. 8-36 of the City of Joliet Code of Ordinances).

**Building Permit Fee:** \$65 for up to \$7,000 worth of work, this includes labor & material.

An additional \$10.00 per \$1,000.00 project cost above \$7,000.00 to be added.

## DETACHED GAZEBO & PERGOLA REQUIREMENTS:

- Gazebos & pergolas must be located out of all Public and Utility Easements.
- When there are no easements, gazebos & pergolas may be placed up to 3 ft. from the property lines.
- All roofed structures (excluding driveways, sidewalks, pools, unroofed decks/patios, & fences) on a lot must cover no more than 30% of the total lot area.

**Corner Lots:** No gazebo or pergola will be allowed in the required 20 Ft. Corner Side Yard Setback.

## ATTACHED GAZEBO & PERGOLA SETBACK REQUIREMENTS

ZONING DISTRICT	NUMBER OF STORIES	MINIMUM FRONT YARD	MINIMUM REAR YARD	MINIMUM SIDE YARD	SUM OF SIDE YARDS
<b>R-1</b>	1-1 ½	30 ft.	25 ft.	8 ft.	20 ft.
	2-2 ½	30 ft.	25 ft.	10 ft.	25 ft.
<b>R-1A</b>	1-1 ½	30 ft.	25 ft.	6 ft.	15 ft.
	2-2 ½	30 ft.	25 ft.	8 ft.	20 ft.
<b>R-1B</b>	1-1 ½	30 ft.	25 ft.	6 ft.	15 ft.
	2-2 ½	30 ft.	25 ft.	8 ft.	20 ft.
<b>R-2</b>	1-1 ½	30 ft.	25 ft.	6 ft.	15 ft.
	2-2 ½	30 ft.	25 ft.	8 ft.	20 ft.
<b>R-2A</b>	1-2 ½	25 ft.	25 ft.	5 ft.	10 ft.
<b>R-3</b> Single-Family	1-1 ½	30 ft.	25 ft.	6 ft.	15 ft.
	2-2 ½	30 ft.	25 ft.	8 ft.	20 ft.
Two-Family	1-1 ½	25 ft.	25 ft.	5 ft.	12 ft.
	2-2 ½	25 ft.	25 ft.	6 ft.	14 ft.

**Gazebo**



**Pergola**



Whenever a project requires digging please contact **J.U.L.I.E.**, in advance, at 811 or online at <http://illinois1call.com> to mark underground utility lines.

Permit # \_\_\_\_\_

Office Use Only



**CITY OF JOLIET**

**Building & Inspectional Services**

150 W. Jefferson Street, Joliet, IL 60432

Phone: 815-724-4070 Email: permitapplication@joliet.gov

**Gazebo & Pergola Permit Application**

If permit applications are incomplete, and/or submitted without the required permit information and supporting documents, they will be returned to the applicant.  
All Contractor's must submit a copy of the contract with all permit applications.

Address: \_\_\_\_\_ City: \_\_\_\_\_

Single Family  Multi-Family - Number of Units \_\_\_\_\_

Is this property registered with the Neighborhood Services Rental Program?  Yes  No

Work Being Completed By:  Homeowner  Contractor

Homeowner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Work**

Type:  Gazebo or  Pergola  Attached or  Detached

Dimensions: Length: \_\_\_ft. \_\_\_in. Width: \_\_\_ft. \_\_\_in. Height: \_\_\_ft. \_\_\_in.

Base Type:  Concrete  Wood  
 Brick Pavers  Other: \_\_\_\_\_

Description of Work:

Total Cost \$ \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

Building Official Signature \_\_\_\_\_

Date \_\_\_\_\_

# Plat of Survey Requirement

An accurate plat of survey is required for all permits for installation of, replacement of, and additions to fences, decks, pools, patios (with or without a roof), driveways, driveway aprons, sidewalks, garage/ carports, pergolas and similar structures, and additions. This includes the replacement of flatwork (driveways, aprons, sidewalks) with the same dimensions and location.

If you're having troubles locating your Plat of Survey, refer to these options:

1. Closing Papers from Purchase of Property.
2. Contacting the Mortgage Company.
3. FOIA (Freedom of Information Act) Request with the City of Joliet City Clerk's Office.

Note: This option may only yield results if the plat of survey was provided to the City of Joliet in the past for a building permit or a special zoning approval.

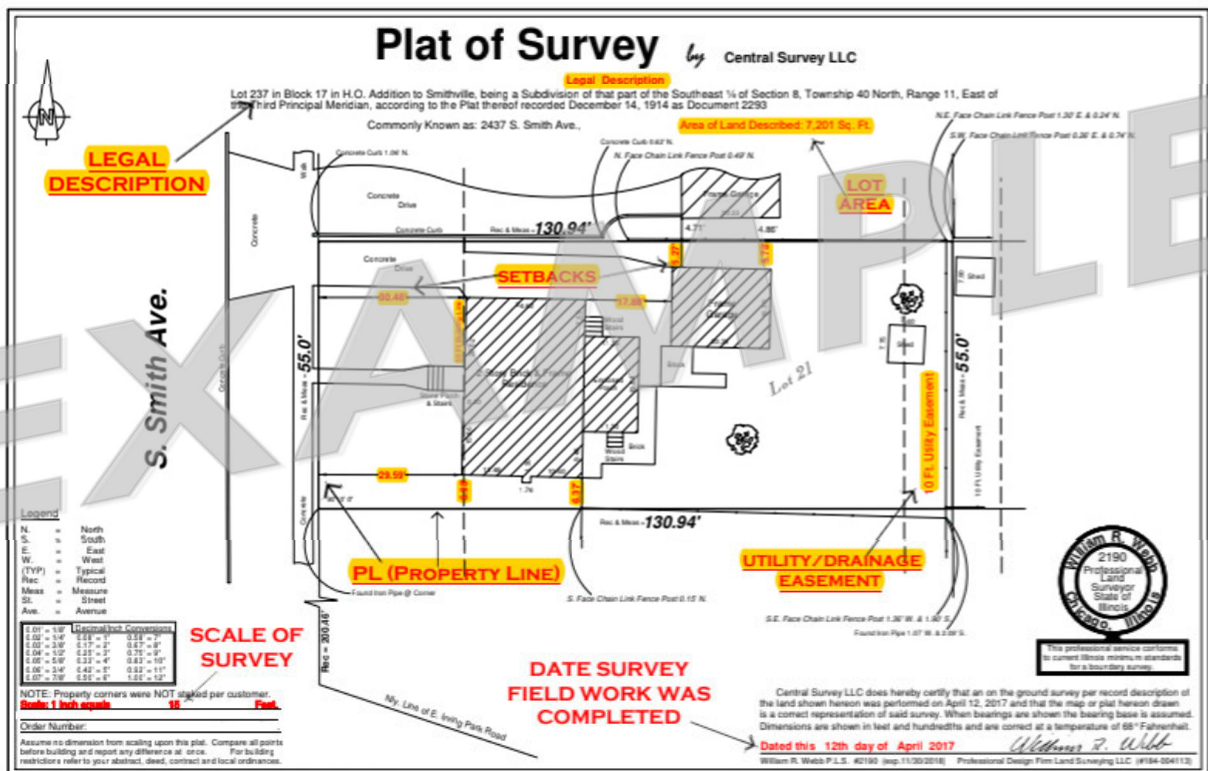
You may also try calling Local Surveying Companies for possibility of a copy.

If none of these options are successful in obtaining the Plat of Survey, you have to hire a Professional Land Surveyor to resurvey your lot. If you have any questions or concerns, please call the City of Joliet Building Department at 815-724-4070.

**Note:** The City of Joliet is not responsible for keeping plats of survey on file.

## Example Plat of Survey

Please do not use for building permit submittals



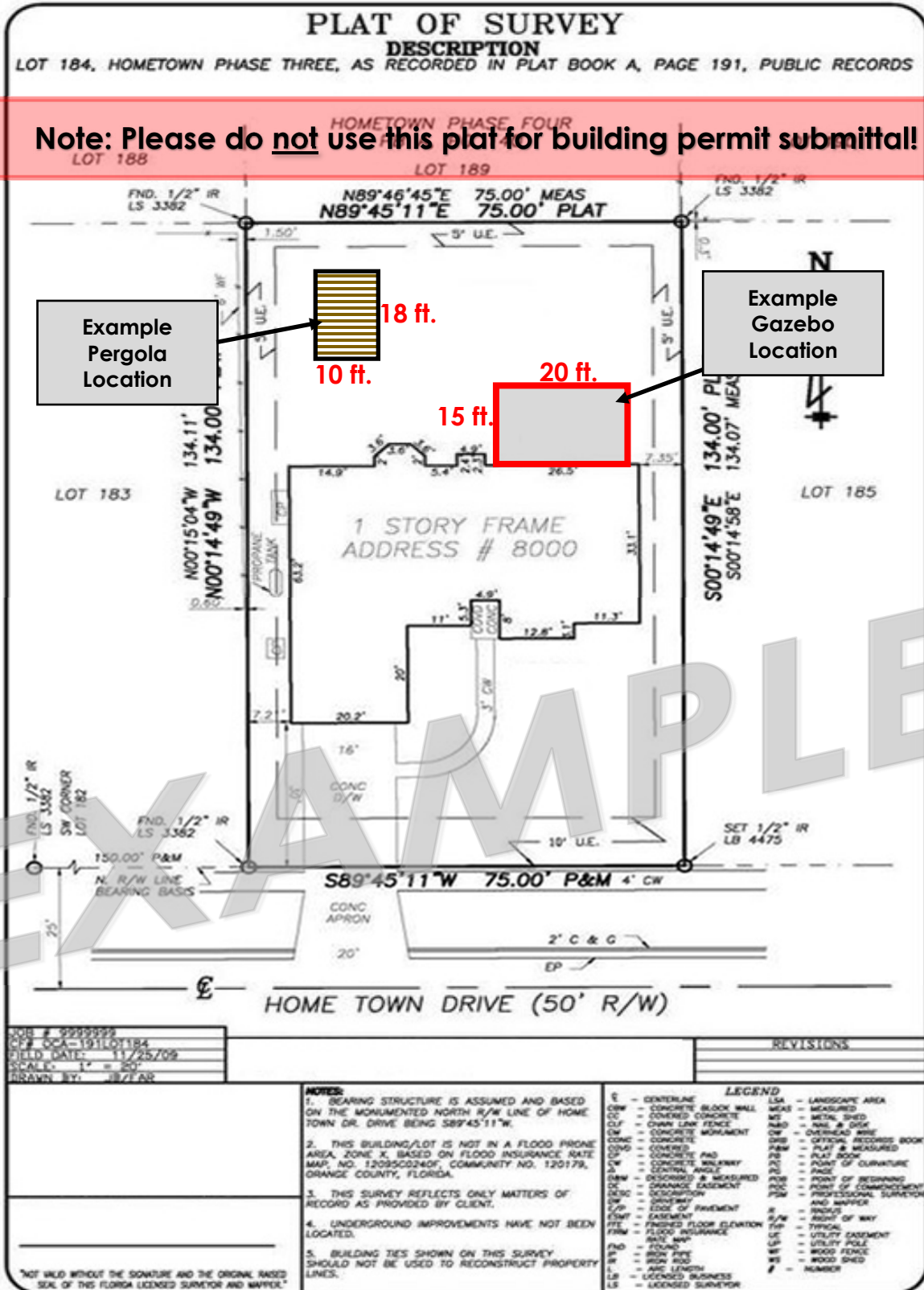
# Example Plat of Survey Mark Up

Please mark the placement & measurements of the proposed work on your plat of survey. The location and size will be reviewed by the Zoning Department. The Building Inspector will use the approved plat for the inspection of the proposed work. Please use a writing utensil that is easy to see on the plat of survey.

Zoning Questions???

Email: zoning@joliet.gov or Call: 815-724-4055

**Note: Please do not use this plat for building permit submittal!**



## Homeowner Associations (HOA's) that require prior approval before the City of Joliet will issue a building permit:

Ashford Place	Old Renwick Trail
Aspen Meadows	Prairie Terrace (Condos)
Brighton Lakes	Prairie Trail
Brookside	Regency Ridge (Condos)
Burr Oaks	Reserves @ Cedar Creek
Calla Terrace	Ridgefield Condos
Cambridge Run	Riverside at Ole Caton Farm
Campus Courtyards	Riverside Townes
Caton Ridge	Rock Run Point
Caton Ridge West (effective 3/25/21)	Sable Ridge (effective 10/20/23)
Caton Ridge South (effective 3/25/21)	Saint Paul's Estates
Century Oaks (Condos)	Sanctuary
Citadel on Rock Run	Saratoga West Condos
Clublands	Silver Leaf
Dames Executive Townhomes	Spangler Farms
Deer Run Estates	Springwood Condos
Eagle Ridge	Springwood South
Edgecreek Estates	Squires Mill
Estates @ Cedar Creek	Stone Creek
Fairway Estates II Condos	Theodore's Crossing
Fall Creek	Thorn Creek
Golfview Estates	Thornwood
Grand Prairie (Townhomes)	Timber Oaks (Condos & Townhomes) (9/8/23)
Greywall Club (Detached homes)	Timbers Edge Villas
Hampton Glen	Timberview
Heritage Lake (effective 8/12/24)	Twin Oaks
Hunters Ridge	Twin Oaks West
Inwood Terrace Condos	Waterford Pointe
Kearney Glen (effective 5/11/21)	Wesmere
Kendall Ridge (effective 6/27/23)	Wexford (single-family only)
Lakewood Falls Village (effective 5/4/23)	Wexford West (single-family only)
Lakewood Prairie (effective 5/13/21)	Whisper Glen
LeCarrow Glen Townhomes	Windsor Ridge
Legacy Pointe	Wooded Creek
Neufairfield	Woodland Terrace II
Neustoneshire	Villas @ Cedar Creek
Olde Mill Crossing (Townhomes)(9/8/23)	

**Please provide a copy of your homeowner association's approval letter with your building permit submittal information.**

UPDATED AUGUST 12, 2024

## Permit Fee Payment Options

Once your permit is approved and ready to be issued, you will receive an invoice via email. Please use one of the methods below to complete the payment. When making payments, please reference the Application Reference Number near the top left corner of the invoice you will receive.

### Option #1: By Phone (Credit/ Debit Card):

- Call: 815-724-3830 (you will speak with a person)
- Have the credit/debit card number ready
- Provide the application reference number in the upper left corner of the invoice

### Option #2: By Mail (Checks)

#### Send checks to:

Customer Service/ Building Permit  
City of Joliet  
150 W. Jefferson St.  
Joliet, IL. 60432

- Address all checks to **City of Joliet**.
- Include the application reference number from the invoice document on the memo line of your check.
- Include a copy of the invoice with mailed payments.

### Option #3: Blue Drop Payment Box (Checks):

The blue drop box is on the west side of Joliet City Hall, 150 W. Jefferson St., Joliet, IL 60432

Please follow the same directions as when mailing. Enclose payment in envelope, address envelope as if mailing. Include Customer Service/ Building Permit on first address line. Place payment in an envelope and address it to Customer Service / Building Permit. Include your application reference number from the invoice on the memo line of your check.

### After Payment

Once you have successfully paid for the permit, please notify the Building Department via the **permitapplication@joliet.gov** email address with the application reference number and address. Please note if you would like the permit emailed or mailed to a particular address.

The payment system is not automated and the Building Department does not receive notifications when payments are made. Building permits will not be issued in-person over the counter.

### Building & Inspectional Services Division

Phone: 815-724-4070 | Email: [permitapplication@joliet.gov](mailto:permitapplication@joliet.gov)

Joliet City Hall

150 W. Jefferson Street, Joliet, IL 60432

First Floor, South Wing