



# DUPAGE COUNTY

## BUILDING & ZONING DEPARTMENT

### SCREEN PORCH



The following are guidelines and requirements to assist when installing a **screen porch**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions.

**Requirements to submit:** (must be submitted in person) approximate review time – 8-15 business days

1. Application form for accessory structures - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey – possible BMP's ([Best Management Practices](#))
4. Construction plans
5. Trust Disclosure form for properties in a trust

- 
1. The [Type I application](#) form shall be filled out completely. The owner's name, address and phone number, site address if different, cost of proposed work, whether the property is on water/sewer or well/septic, screen porch square footage and height, contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance), signature of owner. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.

2. A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. If payment is by check a separate check will be necessary to pay the Health review fee portion. We accept exact cash, checks or Master Card and Visa.
3. Provide 6 copies of the scalable Plat of Survey with the screen porch drawn to scale in the exact proposed location with dimensions and dimensions to the nearest lot lines. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible. According to the Building Code the scales accepted are 1"=10', 1"=20', 1"=30', 1"=40' or 1"=50'. Reduced/enlarged copies **WILL NOT** be accepted.
4. Provide 2 copies of construction plans. See the typical screen porch detail below showing minimum code requirements. The plans must show elevations, a wall cross section and a floor plan with electrical if applicable.
5. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

**Requirements at issuance:**

6. Entrance permit
7. Fees
8. Performance Bond
9. Contractor Registration

- 
6. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
  7. [Permit fees](#) are due at the time of issuance. We accept exact cash, check or Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
  8. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
  9. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current when the permit is issued.

**Zoning Requirements: Single Family: (Ordinance Sections: R-1: 37-701, R-2: 37-702, R-3: 37-703, R-4: 37-704):**

A Lot of 40,000 sq. ft. or less in size, the maximum allowable shed in all single family zones:

- 650 sq. ft.
- Bonus: If there is no attached garage add up to an additional 200 sq. ft.

A Lot over 40,000 sq. ft. in size, the maximum allowable shed in all single family zones:

- Allowance: Multiply .01625 X size of property. Maximum cannot exceed 2,600 sq. ft.
- Bonus: If there is no attached garage add up to an additional 200 sq. ft.

Setbacks:

- R-1 Zone:
  - Front: Behind the front wall of the house but not less than 40 feet whichever is greater.
  - Rear: 3 feet
  - Corner side: 40 feet
  - Interior Side: 20 feet
  
- In R-2, R-3 and R-4 Zones:
  - Front: Behind the front wall of the house but not less than 30 feet whichever is greater
  - Rear: 3 feet
  - Corner side: 30 feet
  - Interior Side: 10% of lot width or 10- feet whichever is less.
  - Interior Side Exception: If a lot is 20,000 sq. ft. in size or less: 3 feet
  
- Height: In all single family residential zones:
  - 15 feet if a lot is less than 40,000 sq. ft. in size.
  - 24 feet if a lot is 40,000 sq. ft. in size or greater.

Multi-Family Construction: (Ordinance Sections R-5: 37-705, R-6: 37-706, R-7: 37-707: Please contact the Zoning Section at 630-407-6700)

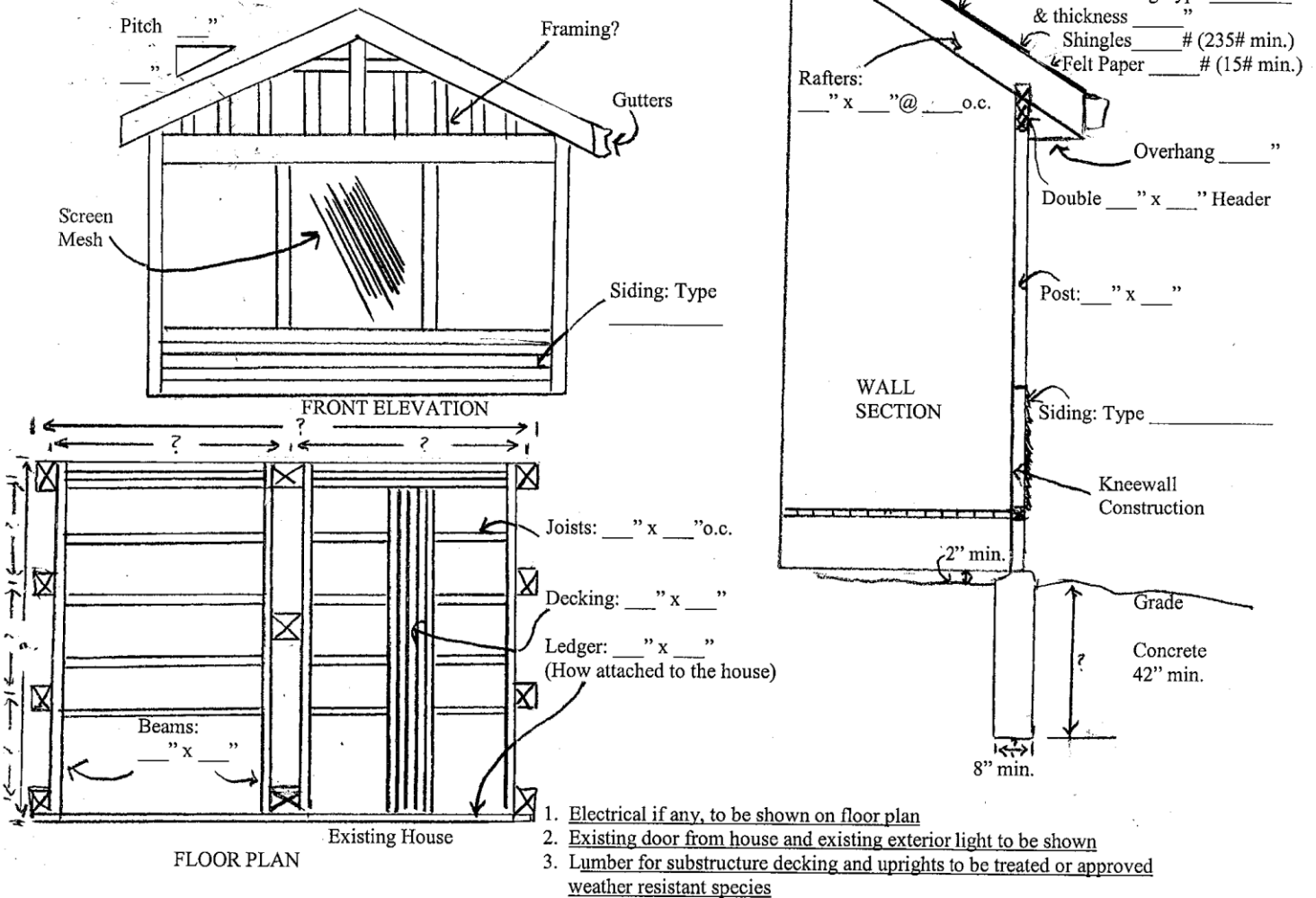
**Drainage Requirements:** BMP's if required ([Best Management Practices](#))

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **Disclaimers:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)
- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160> ). It is a fillable PDF form.

**Minimum Building Plan Requirements:**

**SCREENED PORCH  
SAMPLE ONLY**



**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupageco.org/building](http://www.dupageco.org/building).

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](mailto:julie@dupageco.org) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**