



PATIO PERMIT

REQUIRED PERMIT REQUEST INFORMATION:

- ☐ An accurate plat of survey with the proposed patio placement clearly marked with measurements.
- ☐ Completed Patio Permit Application
- ☐ Measurements (length & width)
- ☐ Plan detailing installation such as slab thickness, fill depth and type of surface material.
- ☐ 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).

PATIO REQUIREMENTS:

- May not encroach in public utility or drainage easements.
- May be installed up to 3 ft. from the property line, if there are no easements.
- Unroofed patios may extend into the required front yard a maximum of 10 feet.
- When a covered patio is attached to a house, the roof must meet the same setback requirements of the house.
- Concrete patios must have four (4) inches of compacted stone and four (4) inches of concrete. A pre-pour inspection is required for concrete patios.
- Brick paver patios must have four (4) inches of compacted gravel, one (1) inch of leveling sand or gravel, then desired pavers. Brick paver patios must have a gravel base inspection.

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.

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

Fire Pit Information

The **Joliet Fire Department** would like to remind residents the criteria for using a commercial fire pit within the city limits.

- Commercially sold steel outdoor fire pits that are on legs attached to a steel bottom, wire mesh sides and a top are approved.
- A fire extinguisher or garden hose must be available to extinguish the fire, if necessary.
- Approved outdoor pits shall be not less than 15 feet away from a structure or fence.
- Fuel (wooden logs, or artificial logs) shall fit inside the confines of the wire mesh, and the top shall be in place to be legal. Wooden pallets, treated deck wood, leaves, dimensional lumber, or garbage shall not be used as fuel in an outdoor fire pit.
- Be aware that although it is legal to burn in an approved outdoor fire pit, if it is believed to be offensive or objectionable by the complainant due to smoke, flames, sparks, or odor omissions, then the homeowner shall extinguish the fire immediately. In addition, a police officer on the scene may issue a compliance ticket to the homeowner for creating a public nuisance or being in violation of the International Fire Code 2003 Section 307.2.2 "Prohibited Open Burning" which states: "Open burning that will be offensive or objectionable because of smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited. The fire code official is authorized to order the extinguishment by the homeowner or the fire department of open burning which creates or adds to a hazardous or objectionable situation."
- Residents are also reminded to verify any restrictions or guidelines with their Home Owners Association, if applicable, because the use of fire pits may be forbidden.

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.

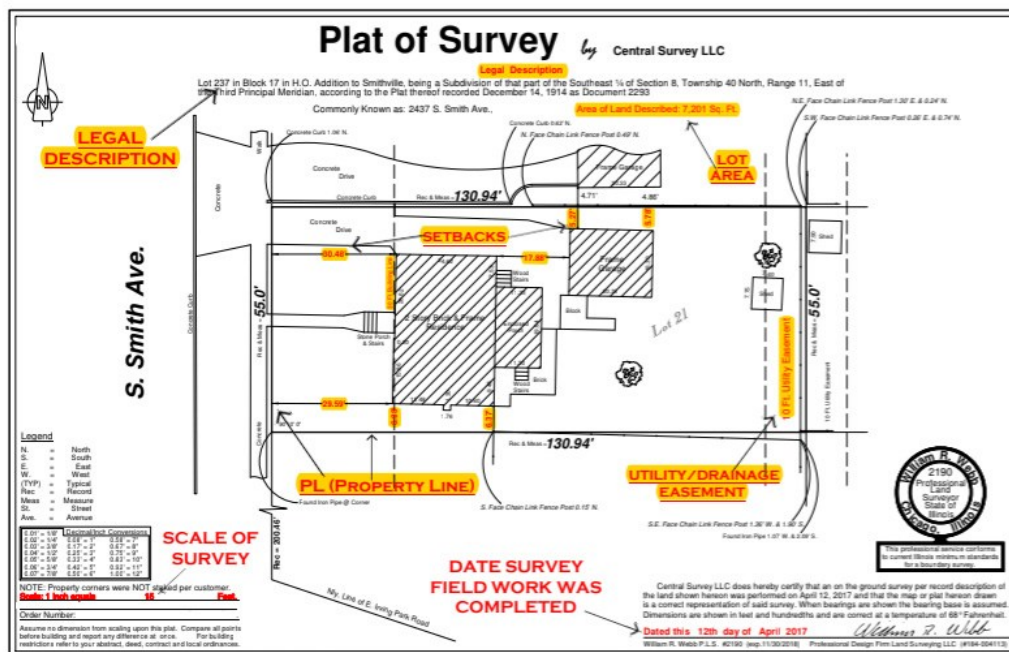
Note: This option may only yield results if the plat of survey was provided to the City of Joliet in the past for a building permit or a special zoning approval.

You may also try calling Local Surveying Companies for possibility of a previous copy or to get a new plat of survey.

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



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

Patio 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			
Patio Dimensions: Length: ____ feet ____ inches Width: ____ feet ____ inches			
Patio Type: ☐ Concrete ☐ Brick Pavers ☐ Other _____ Details: _____			
Patio Roof: ☐ Yes ☐ No (If yes, please complete the Patio & Gazebo Permit application for your submittal) NOTE: A detailed roof construction drawing must be attached.			
Total Cost \$			
Applicant Signature:		Date:	

Office Use Only:

Building Official Signature _____

Date _____

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

Planning & Zoning Division

Phone: 815-724-4055 Email: zoning@joliet.gov

Joliet City Hall
150 W. Jefferson Street, Joliet, IL 60432
First Floor, South Wing

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.