



GENERAL INSTRUCTIONS FOR A GAZEBO PERMIT

Need to submit:

1. Building permit application filled out completely, including cost of job (page 3).
2. Completed Gazebo Requirement Worksheet (page 2).
3. Plat of survey indicating location of gazebo with all distances to the lot lines, including distance to the primary structure.
4. Detailed drawings showing the overall dimensions and material of the structure, or in the case of a prefabricated gazebo, a copy of the manufacturer's brochure and instructions.
5. Provide information on the means used to secure the structure to the ground or patio surface.

All gazebos shall comply with the following:

1. Location
 - a. No portion of a gazebo is allowed on or in any easement.
 - b. Gazebos shall be a minimum of 5 feet from any property line.
 - c. Gazebos are allowed in the rear yard only.
2. Size and design
 - a. A gazebo may be a maximum of 350 square feet.
 - b. Each side of a gazebo must be at least 25 percent open.
 - c. A gazebo may have a maximum height of 15 feet.
3. Prefabricated gazebos
 - a. The gazebo structure shall be assembled in accordance with the manufacturer's instructions.
 - b. If applicable, the structure shall be secured to the surface of the patio in accordance with the manufacturer's instructions.
4. Electrical or gas elements
 - a. Any electrical or gas element to be installed in conjunction with the gazebo require detailed plans to be submitted for review by the Building & Permits Department prior to construction.
 - b. Both electrical and gas require inspection prior to burial.

Note to applicant: Contact your Homeowner's Association before you begin work. The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner's Association.



GAZEBO REQUIREMENT WORKSHEET

1. What type of material will be used to construct the gazebo: **TREATED** or **CEDAR** or **OTHER**
 - a. If **OTHER**, please explain: _____
 - b. If installing a prefabricated gazebo, provide the manufacturer’s installation instructions with the permit application.

2. What is the square footage of the gazebo? _____

3. What is the height of the gazebo? _____

4. Is each side of the gazebo at least 25 percent open? **YES** or **NO**

5. Will the gazebo be attached to a structure? **YES** or **NO**
 - a. If **YES**, explain: _____

6. Will there be any electrical or gas elements? **YES** or **NO**
 - a. If **YES**, explain: _____

7. Residential lots have a maximum impervious surface coverage requirement. “Impervious Surface” refers to surfaces that alter the natural course or rate of absorption of stormwater, and may include, but is not limited to, principal structures, accessory structures, decks, walkways, paved parking lots, and paved driveways. To assist staff in calculating the impervious surface of your property, please provide the following information:

Impervious Surface Type	Impervious Surface Area (sq ft)	
	Existing	Proposed
Building Footprint (including attached garage)		
Driveway		
Walkways		
Decks, Porches, Patios		
Swimming Pools, Hot Tubs		
Detached accessory structures (sheds, gazebos, garages)		
Other		



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RECEIVED _____
 ENTERED _____
 APPROVED _____
 CONTRACTOR REG. _____
 COMPLETE _____

Building Permit Application

Permit No. _____

CUSTOMER/OWNER INFORMATION	Name _____ Project Address _____ Sub-division _____ Lot No. _____ Phone No. _____ Email _____
CONTRACTOR INFORMATION	Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Field Contact Name _____ Phone No. _____

Approximate Construction Cost (Including Labor): \$ _____
 All permit applications require supplementary documents for each permit request

EXISTING & NEW STRUCTURE REQUESTS	<input type="checkbox"/> Re-roof <input type="checkbox"/> Siding <input type="checkbox"/> Replacement Windows <input type="checkbox"/> Replacement Doors <input type="checkbox"/> Deck <input type="checkbox"/> Patio/Side Walks <input type="checkbox"/> Driveway <input type="checkbox"/> Radon Mitigation <input type="checkbox"/> Solar <input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Pergola <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above <input type="checkbox"/> Inground <input type="checkbox"/> Temporary <input type="checkbox"/> HVAC <input type="checkbox"/> Water Heater <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Additions <input type="checkbox"/> Basement/Remodel • Location _____ <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	CHICKEN COOP & TENT	<input type="checkbox"/> Chicken Coop <input type="checkbox"/> Tent
COMMERCIAL & NEW HOME REQUESTS	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Senior Housing <input type="checkbox"/> Two Family Residence (Duplex) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Multi-Family Residence • (No. Units _____) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Demolition <input type="checkbox"/> Commercial/Industrial Building (NEW) <input type="checkbox"/> Commercial/Industrial Remodeling (Build outs) <input type="checkbox"/> Fire Protection: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Alarm <input type="checkbox"/> Ansul <input type="checkbox"/> Storm Water Connection <input type="checkbox"/> Right of Way	Square Footage of All Areas	1st Floor _____ 2nd Floor _____ 3rd Floor _____ Add. Floors _____ Basement _____ Crawlspace _____ Garage _____ Porch _____ Deck/Patio _____ Outdoor Seat. _____ Outdoor Storage _____ Total _____
	<u>New Residential Only</u> No. of Bedrooms _____ No. of Baths _____	<u>New Construction Only</u> No. of Tenant Spaces _____ No. & Sizes of Water Connect _____ _____	

Certificate:

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

The applicant agrees to conform to all applicable Federal, State, and Local laws of this jurisdiction. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Code and inspection officials.

Applicant's Signature _____

Date _____

Permit Approved By: _____ Date: _____