

## Pergola/Gazebo Permit Requirements



### How can I submit a permit application?

Required paperwork shown below can be dropped off at Village Hall (500 S Fish Lake Rd, Volo, IL 60073) Monday-Friday from 8am until 4pm. After hours they can be submitted via our utility payment drop-box located outside of Village Hall. Applications can also be submitted electronically via email to [building@villageofvolo.com](mailto:building@villageofvolo.com)

### What do I need to obtain a Pergola/Gazebo Permit?

- [Village of Volo Building Permit Application](#)
- HOA Approval Letter
- Copy of the plat of survey showing structure location & dimensions labeled
- Copy of Pier and Framing Plans Showing Dimensions and Materials (Kit Manual)
- Scope of Work on how it will be attached to concrete (**not** typically shown in Kit Notes)

### Pergola or Gazebo code regulations to keep in mind:

- If not installing on concrete patio/pad: Piers must be anchored in concrete 42" into the ground
- Piers set into concrete anchors (Simpson base clamps)
- Framing spacing determined by size of pergola
- Gazebo specifics determined by type of wood & other factors
- **Must have at least 90mph Wind Rating**
- **Must have at least 25lbs per square foot Snow Load**