

Screened Porch / 3 Seasons Room 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

What do I need to obtain a Screened Porch/ 3 Seasons Room Permit?

- [Village of Volo Building Permit Application](#)
- HOA Approval Letter
- Copy of the plat of survey showing structure location & dimensions labeled (hand drawn is acceptable)
- Architectural Drawings Showing Dimensions and Materials
- Pier or foundation information

Code regulations to keep in mind:

- Compliance with our [Adopted Building Codes](#)
- Framing, stud spacing, lumber plate, drilling/boring locations are completed per specifications in approved permit and per code requirements
- All conduits, electrical boxes, outlets, switches, and wiring are installed per specifications in approved permit and per code requirements
- As applicable, drainage, vent pipes, piping, copper piping (hot vs. cold) are installed per specifications in approved permit and per code requirements
- Verify correct insulation thickness and installed per specifications in approved permit and per code requirements
- Verify nail pattern and that properly glued per specifications in approved permit and per code requirements
- All hardware and doors installed per code requirements
- Ceiling height meets code requirements
- Electrical outlets, GFI outlets, smoke detectors, CO detector in bedroom, fans, switches installed per specifications in approved permit and per code requirements

Mayor: Stephen Henley
Trustees: Michael Wagner – Carol Porter – Kurt Johnson – Dustin Heuser – John Buttita – Lesa Northam
Village Clerk: Bonnie Rydberg