

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

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 (hand drawn is acceptable)
- Copy of Pier and Framing Plans Showing Dimensions and Materials
- Spec Sheet Detailing Scope of Work (how it will be attached, confirmation of hurricane clips, etc.)

Pergola or Gazebo code regulations to keep in mind:

Pergola:

- **If no concrete pad:** Piers need to be anchored in concrete
- Piers must be anchored 42" into the ground
- Piers set into concrete anchors (Simpson base clamps)
- Spacing determined by size of pergola
- Kit Notes

Gazebo:

- Specifics determined by type of wood & other factors
- Kit Notes