



Village of Mount Prospect  
Community Development Department  
50 S. Emerson Street  
Mount Prospect, Illinois 60056  
Phone: (847) 870-5675


Email: [building@mountprospect.org](mailto:building@mountprospect.org)

## Flatwork Supplement

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ALL CODE REQUIREMENTS IN THIS SUPPLEMENT APPLY TO NEW CONSTRUCTION, REPLACEMENT AND REPAIR. IF ANY FLATWORK IS REMOVED, THE BASE, PIERS, AND WING WALLS MUST MEET THE CURRENT CODE REQUIREMENTS LISTED BELOW.

### PERMIT SUBMITTAL REQUIREMENTS

- Completed and signed permit application by applicant & property owner.
- Submit signed copy of proposal or estimate from contractor doing the work.
- Submit 4 copies of the Plat of Survey.
- Indicate on the Plat with dimensions what is being proposed & use the following symbol 
- Indicate on the Plat locations of any downspouts being buried as part of this project.

### FLATWORK REGULATIONS (Chapter 14, Sec. 14.319, Chapter 16, Sec. 16.306-7)

#### **Stoop Standards Code excerpt:**

- A landing/platform at the front entrance to a building can only have the maximum dimensions of eight feet (8') of width and five feet (5') of depth.
- Any stoop or stairs is to be supported by frost protected wing walls or piers that are properly attached to the building foundation and the new concrete.
- The maximum distance between piers supporting a single step stoop must be 48".
- Stoop flashing is mandatory.

#### **Handrails Code Excerpt:**

- All required handrails must be continuous the full length of the stairs with four or more risers from a point directly above the top riser of a flight to a point directly above the lowest riser of the flight.
- Minimum height 34" and maximum height of 38".
- See separate stair, handrail, and guardrail handout (IRC R316). [*Building Division counter has this document*]
- Porches, single family home balconies or raised floor surfaces located more than 30 inches above the floor or grade must have guardrails not less than 36" high.



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### **Driveway Standards Code Excerpt: Chapter 14 Sec 14.2204:**

- Only 1 driveway per lot, with a maximum of 1 curb-cut into the street pavement.
- Minimum driveway width 8'; Maximum allowed driveway width has NEW STANDARDS, our Permit Coordinator & Planning Zoning staff will assist you in explaining how it impacts your project when you submit for permit.
- Circular driveways are permitted without any special Zoning process as long as they meet the following:
  - Lot width of 75' or greater.
  - Minimum turning radius: The circular drive portion shall be 15'.
  - Width: The circular drive portion shall be a minimum width of 12' and a maximum allowable driveway width of 26' as measured both at the lot line and at the entrance to the garage.
- Width of driveways servicing three-car garages can be up to the same width as the garage, but not greater than 26' within 18' of the garage's front elevation.
- All sections of driveway including the apron sections of the drive (from the sidewalk to the house) must be constructed of either:
  - *A minimum 4" compacted Grade C.A. 6 stone base, with 5" concrete; or*
  - *An 8" compacted Grade C.A. 6 stone base, with 2" Class I Bituminous Surface.*
  - No wire mesh allowed under public sidewalk & parkway. Wire mesh required on private sections or entire pour shall utilize fiber mesh reinforcing.
- The Village hereby grants use of the **brick pavers & exposed aggregate concrete for the driveway in the public right-of-way with the following conditions:**
  - The property owner agrees to install, construct, operate, maintain and repair the driveway at their expense. \_\_\_\_\_ **[must initial]**
  - The brick driveway shall be gapped around the public sidewalk. \_\_\_\_\_ **[must initial]**
  - The property owner agrees they will be responsible for all costs involved to remove, repair and/or replace any and all brick pavers removed or damaged by the Village or their authorized agents when required for the installation, construction, operation, maintenance, repair or removal of any improvement within the public right-of-way. \_\_\_\_\_ **[must initial]**
  - The property owner will hold the Village harmless for any damage done to the brick pavers due to the installation, construction, operation, maintenance, repair or removal of any public improvement within the public right-of-way. \_\_\_\_\_ **[must initial]**
  - Brick pavers will not be allowed within the public sidewalk area within residential zoning districts. \_\_\_\_\_ **[must initial]**



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### **Garage Floor Slab:**

- Floors shall be not less than 5" thick concrete reinforced with #10 wire screen over a base of crushed stone or sand at least 4" in depth.
- Floor shall be pitched from back of garage to overhead door opening minimum ¼" per 1'-0".

### **Parking Pads- Chapter 14 Sec. 14.2204B:**

- Parking pads shall be a minimum of 8' in width & not exceed 200sq ft in area. All adjacent flatwork [walks, patios] to be calculated into the parking pad's total area.
- Parking pads are included in any maximum driveway width calculation, measured at the point where the parking pad meets the driveway.
- Parking pads shall be accessible via a driveway serving an attached garage & may encroach into required yards.

### **Patio Standards:**

- All patios must be constructed of:
  - A minimum 4" compacted Grade C.A. 6 stone base & minimum 4" concrete; or
  - Brick pavers: Minimum 4" compacted Grade C.A. 6 stone base & 1-1 ½" sand. A concrete base in lieu of the minimum of CA-6 is acceptable. PEA GRAVEL IS NOT AN ACCEPTABLE BASE.
- Patios are not permitted in the front yard.
- Patios must be set back 15' from the rear property line.
- Patios must meet required side yard setbacks; determined by what the Zoning label is for your area.
- Burying downspouts is permitted, but must be disclosed at time of submittal.

### **Sidewalk Standards- Chapter 14.319:**

- Private Sidewalks are to be a minimum 4" thick concrete with a minimum 4" grade CA-6 Stone Base
- Public Sidewalks are to be 5" thick concrete with a minimum 4" grade CA-6 Stone Base
- Brick paver walks to be constructed of:
  - *A minimum 4" compacted Grade C.A. 6 stone base and 1-1½" sand. A concrete base in lieu of the minimum of CA-6 stone is acceptable.*
- Sidewalks, steps & handicap ramps up to 8' in width allowed in the front yard.
- Service walks up to 3' in width may encroach into the required side and rear yards.
- Sidewalks in the required front yard directly adjacent to driveways must be included as part of the total driveway width.
- No wire mesh allowed under public sidewalk & parkway. Wire mesh required on private sections or entire pour shall utilize fiber mesh reinforcing. PEA GRAVEL IS NOT AN ACCEPTABLE BASE.



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### FEES AND REQUIRED INSPECTIONS:

- Permit Cost \$100.00 plus \$100.00 refundable inspection fee equals the \$200.00 permit fee.
- Pre-pour/Base inspection to be completed when base is installed and compacted.
- Downspout Burial inspection to be completed during Pre-pour/Base inspection. **MUST BE SPECIFICALLY REQUESTED WHEN CALLING IN THE INSPECTION REQUEST.**
- Final inspection to be completed when all concrete is poured, finished, and handrails/guardrails are in place, if applicable.
- Failure to call for inspections will result in the forfeiture of the inspection deposit

Call the Building and Inspection Services Department at (847) 870 – 5675 by 3:00 PM  
Monday through Friday to schedule next business day inspections.

**Follow all American Concrete Institute guidelines for control joints, isolation joints,  
construction joints, construction joints, and any seams.**