

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

DECK PERMIT APPLICATION

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

CONTRACTOR INFORMATION (If applicable)

Contractor Type: _____

Business Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

OTHER CONTACT INFORMATION (If applicable)

Contact Type: _____

Business Name: _____ Contact Person: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL INFORMATION

Estimated Value of Work: _____ Applicant (check): Property Owner Contractor Tenant
 Other: _____

I have read & understand the attached fact sheet. Initial: _____ Date: _____

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: _____ Date: _____

Applicant Name & Title (please print): _____

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For Office Use Only

Submittal Checklist: Application Complete Submittal Checklist Submittal Worksheet

Permit #: _____ Date Received: _____ Received By: _____ PIN: _____

DECK PERMIT WORKSHEET

DESCRIPTION

Deck Dimensions: _____ by _____ Total Square Footage: _____

Is deck attached to house? Yes No Height Off Ground: _____

Distance from Side Yard Lot Line: _____ Distance from Rear Yard Lot Line: _____

Additional Features Added: Gas Electric Other: _____ None

Additional Comments: _____

SUBMITTAL CHECKLIST

Provide a plat of survey (11" x 17" max.) showing all existing structures (with dimensions) and indicating the location of the proposed structure (with dimensions).

Detailed plans showing all construction elements, including:

- | | |
|------------------------------------------|-------------------------------------------------|
| 1. Size & grade of all structural lumber | 4. Ledger board attachment detail at house wall |
| 2. Size & spacing of the footing piers | 5. Size & spans of the header beams |
| 3. Pier to post attachment detail | 6. Flashing & caulking detail |

ADDITIONAL CONTRACTOR INFORMATION (If applicable)

Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

Village of South Elgin
Deck Permit Fact Sheet



MINIMUM REQUIREMENTS:

Zoning:

1. The total square footage area of all structures (as indicated by their structural footprint on a property) cannot exceed the maximum lot coverage percentage as determined by the zoning ordinance. *154.016B*
2. No deck attached to the principal structure shall be located less than 20 feet from the rear lot line. For zoning purposes, decks within a half inch of the principal structure shall be considered attached. *154.045D5b*
3. Decks attached to a swimming pool, hot tub, Jacuzzi or outdoor spa may not be located less than five feet from any fence or property line. *154.045D1a*
4. Detached decks must be constructed a minimum of 7.5 feet from the rear and side lot line, except in an R-4 zoning district, where the side yard setback shall be the same as the primary structure. *154.045C2a*
5. No detached deck may be located less than 10 feet from the principal structure or any accessory structure on the lot. *154.045C2c*
6. Decks shall not be located in any front or corner side yard. *154.045B2*
7. No deck shall be constructed or established inside any public utility, drainage, or pipeline easement. *154.045A6*
8. The total square footage of a deck may not exceed eight hundred (800) square feet or 5% of lot area, whichever is less. *154.045D5a*
9. A deck detached from the house shall not have a walk surface higher than 36" above the ground beneath the deck. Except for decks attached to above ground swimming pools, which shall not be higher than the pool. *154.045D5c*

Building:

1. J.U.L.I.E. (811) must be notified two (2) working days prior to digging.
2. All deck walk surfaces must be designed to support not less than 40# per sq. ft. plus the weight of all related construction materials in total. *R301.5*
3. Properly sized piers and footings must extend into the ground not less than 42" below finished grade. *R301.2*
4. All wood used in the construction of the deck is required to be approved wood of natural resistance to decay (redwood, cedar, etc.), wood with weather resistant coatings or approved treated wood. *R504.1*
5. Stairways shall not be less than three (3') feet in clear width with graspable hand-railing (minimum one side not lower than 34" or higher than 38") is required on stairways of four or more risers. Stair risers must not be greater than 7.75" with treads of not less than 10" depth. *R311.7*
6. Guards are required on all deck walk surfaces thirty (30") inches or more in height above adjacent grade. Required guards must be 36 inches minimum in height and have intermediate rails or ornamental closures that will not allow passage of a sphere four (4") inches or more in diameter. *R311.7*
7. The installer is responsible for following manufacturer's specifications.

Requirements listed are general requirements only; additional code requirements may apply to your project.

Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village of South Elgin.

PERMIT FEE:

1. \$120, which includes the required final inspection. Payable when permit is issued.
2. A reinspection fee will be assessed when an inspection fails, requiring a reinspection.

INSPECTION REQUIREMENTS:

1. A **footing/ledger board**, flashings, post/pier and post-header attachment inspection before floor joist are installed.
2. A **structural framing** inspection, including floor joist inspection before flooring and rails are installed.
3. A **final inspection** is required upon completion of the deck. The deck must pass final inspection before use.

Failure to schedule an inspection will result in penalties.

SUBMITTAL REQUIREMENTS:

1. Complete, sign and date the permit application.
2. Provide a plat of survey (11" x 17" max.) showing all existing **structures** and the location of the proposed deck.
3. Provide Detailed Plans (2 sets) showing all construction elements, including the following information:
 - Size & grade of structural lumber
 - Size & spacing of the piers
 - Pier attachment detail
 - Ledger board attachment detail
 - Size & spans of the header beams
 - Weatherproof flashing and caulking detail

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.