

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): \_\_\_\_\_

**(OVER – Go to Page 2)**

### For Office Use Only

Submittal Checklist:  Application Complete  Submittal Checklist  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# DECK PERMIT WORKSHEET

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## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 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                   |

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## ADDITIONAL CONTRACTOR INFORMATION (If applicable)

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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**Village of South Elgin**  
**Deck Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

***Zoning:***

1. The maximum proportion of the gross area of a lot occupied by surfaces that do not allow stormwater infiltration cannot exceed the maximum lot coverage for the applicable zoning district. *156.06B*
2. No accessory structure shall be constructed prior to the construction of the principal building to which it is accessory. *156.07D1a*
3. Accessory structures shall not be allowed in any easement. *156.07D1b*
4. Accessory structures shall be located a minimum of five feet from any lot line. *156.07D1c*
5. The maximum height of an accessory structure shall be 20 feet. *156.07D1d*
6. Decks and patios are allowed in all yards. Decks and patios located in the front yard, must be contiguous to the principal structure. *156.07D3c*

***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.