1. Submit a completed permit application.

2. Submit a copy of your Plat of Survey showing the proposed location of the deck or patio.

3. Submit a copy of your contractor’s proposal showing the description of the work to be completed.

4. Submit approval letter, if applicable, from Homeowner’s Association.

5. Your contractor must be licensed by the Village before your permit will be issued.

**DECKS**

1. Decks/porches must conform to building setback lines. 25ft. from the front, and 10% of width of the lot not to exceed the existing foundation line of the primary structure.

2. Posts must be resistant to rot and decay.

3. Piers must be set in concrete at 42" deep to the existing grade.

4. Decks over 30" above the ground must have a 36" high railing attached to the deck on all exposed sides. The guard must be capable of withstanding 200-pound load directly applied to the rail. Maximum spacing between vertical balusters is 4".

5. Stairs with 3 or more risers must have a continuous handrail on at least one side. (2 steps = 3 risers).

6. Stairs must be a minimum of 3 feet wide.

7. Provide detailed information on the stairs. The riser height shall not exceed 7-1/4" and the tread shall not be less than 10 inch nosing to nosing. All stair risers must be of equal height. A guardrail system must also be provided for on elevated decks. Additionally, a separate and continuous handrail must be installed at least on one side for residential decks.

8. DO NOT COVER ESCAPE WINDOWS.
9. Provide a detailed sketch of the proposed deck. The plans should clearly identify the following areas:

A. Provide information on the concrete piers, depth and diameter.
B. Provide information on the post size and connection to the concrete pier.
C. Provide information on sway bracing for elevated decks over 4 feet.
D. Provide information on the size, spans and spacing of the floor joists. Also include the species of lumber. Elevated deck/balconies must be designed at 60 pound live load and decks 4 feet or lower, 40 pound live load.
E. Provide information on the size, span and spacing of the beams. Also, indicate the species of lumber.
F. Provide a detailed diagram of the ledger board connection to the dwelling. If attaching to masonry the bolts must pass through into the rimmer board for a positive connection. Additionally, provide information on joist hanger where applicable.
G. If you plan to construct a PVC deck, provide complete details from the manufacturer for installation requirements.

**PATIOS**

*IF A PATIO REQUIRES MORE THAN A 10" CHANGE IN GRADE, A DECK MAY NEED TO BE BUILT.*

1. Patios are to have top soil removed and 4" compacted granular fill for a base. Concrete is to be a minimum 4" thick. Wire mesh is required.

2. Maintain proper stair requirements. Any/all stairs must be equal in height.

To schedule required inspection(s), please call SafeBuilt at 815-255-9047, have your permit number available.

***HOMEOWNER IS RESPONSIBLE TO FOLLOW ALL CODES & ORDINANCES***
Handrail is required for 3 risers. All risers must be identical in height.