

## Deck Permit Information

The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:

- Building Permit Application
- Two (2) sets of drawings showing the construction details of the deck
- One (1) copy of the contract / proposal from the contractor (if applicable).
- Deck Location Worksheet
- Two (2) copies of the plat of survey showing the location of the deck. The distance to the lot lines must also be shown. Decks must be a minimum of 5' from the interior side lot line and a minimum of 5' from the rear lot line. Decks are not allowed in easement areas.

Please allow ten (10) working days for the permit to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

### Fees:

- **Deck Permit Fee:** \$69.00 to be paid when the permit is picked up.
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

### Inspections:

The applicant is responsible for scheduling all required inspections with our office. The following is a list of inspections, which will be required for your project.

- **Posthole**
- **Deck Framing**
- **Final Inspection**

### General Comments:

- The application packet and stamped Village approved plans are to be on the job site at all times.
- A minimum 24-hour notice is required when scheduling any inspection.
- Compliance with the indicated codes, ordinances, and inspections required.
- Decks must be a minimum of 5' from the interior side lot line and a minimum of 5' from the rear lot line. Decks are not allowed in easement areas.
- The deck must be supported in the following method:
  - Concrete piers no smaller than ten inch (10") diameter by forty-two inch (42") deep.
  - Decks that are sixty inches (60") above grade or taller shall be supported by 6 x 6 posts.
- Construction drawing must show anchoring method and connection points.



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- If the deck is 30" or more above grade, there must be a 36" high guard rail, less than four inch (4") spacing between balusters.
- Stairways must have equal treads and risers. Steps must land on a hard surface. A handrail is required with four (4) or more risers.
- The yellow permit card must be displayed during construction and must be visible from the street.

## Deck Location Worksheet

Please indicate the distance from the proposed deck to the lot lines as shown below. Accessory structures must be a minimum of 5' from the lot lines and cannot be located in any easement. Decks are not allowed in front or corner side yards. **Please also indicate the dimensions of the deck.**

