



DECK PROCEDURES AND REQUIREMENTS

1. Submit a completed application.
2. Homeowners may build their own deck. However, if a contractor is used, the contractor must be licensed in the Village per Municipal Code, Chapter 38.
3. Submit a copy of your "Plat of Survey" showing the new deck location as well as any other existing structures (shed, patio, pool, etc).
4. Submit the following:
 - . If you are using a contractor, submit a copy of your contractor's proposal for the deck, itemizing the description and work to be done
 - . Submit the deck checklist that details the information that is required for your deck drawings
 - . Submit a cross-section of your deck. (See Example A)
 - . Submit a bird's eye view with dimensions, location of all piers, beams, stairs, etc. (See Example B)
 - . Include dimensions of the deck on your deck drawings
6. Payment is not required at the time you submit your application and drawings.
7. Your contractor must be licensed with the Village before your permit will be issued.
8. Please allow approximately 5 days after submitting your application, survey and drawings for the review process before the permit will be issued.
9. You will be called when the permit is ready for pickup and be informed of the permit price. If there is an outstanding issue, you will be told what is required.
Cash, checks made out to Village of Lake in the Hills, Master Card, American Express or Discover Card will be accepted.
10. **INSPECTIONS ARE REQUIRED FOR YOUR DECK PERMIT**
 - . Deck piers – must be 42" deep to the existing grade
 - . Rough – before installing deck flooring
 - . Final – when complete
11. A deck permit is a 2 month permit and will expire at the end of that time.
AN APPROVED FINAL INSPECTION MUST BE OBTAINED WITHIN THE 2 MONTH PERIOD.

DECK REQUIREMENTS

1. Decks must conform to setback requirements per Zoning Section 13.2-1A. Decks may not encroach onto any easement.
2. Posts must be resistant to rot and decay.
3. Piers must be a minimum of 42" deep to the existing grade and inspected before proceeding.
4. Decks over 30" above the ground must have a minimum 36" high guardrail attached to the deck on all open sides. The maximum spacing between vertical balusters is 4 inches with a minimum of 2" spacing between balusters.
PLEASE NOTE: Guardrails for decks, balconies or raised floor surfaces shall be no greater than 42" high.
5. HANDRAIL REQUIREMENT - Stairs with 4 or more risers must have a continuous handrail on at least one side. (3 steps = 4 risers = handrail required)
6. Stairs must be a minimum of 3 feet wide. Stairs over 3 feet in width require additional stringers for support.
7. All stair risers must be of equal height – not more than 7 3/4 inches.
8. All stair treads must be minimum 10 inches measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge.
9. DO NOT COVER ANY ESCAPE WINDOWS.

FINAL APPROVAL WILL NOT BE GIVEN IF THE STAIR RISERS ARE NOT EQUAL IN HEIGHT.

CAUTION: Contact J.U.L.I.E. 48 hours before you dig. 800-892-0123

CONSTRUCTION HOURS

MONDAY THROUGH SATURDAY – 7:30 AM TO 8:00 PM
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Cash, checks payable to Village of Lake in the Hills or credit cards (Master Card, American Express or Discover) are accepted.

HOMEOWNER IS RESPONSIBLE FOR THIS PERMIT IN ITS ENTIRETY. HOMEOWNER TAKES FULL RESPONSIBILITY FOR DAMAGES INCURRED DURING CONSTRUCTION. THIS INCLUDES DAMAGE TO THE PUBLIC RIGHT-OF-WAY, INCLUDING STREETS, CURBS, SIDEWALKS, DRIVEWAYS AND TREES.

DECK CHECKLIST REQUIREMENTS

The size of the deck is _____ x _____ ft, for a total of _____ sq. ft.

1. The deck is constructed of what Type of Material? _____

2. Height of the Deck Floor above the grade of the yard is _____.
3. Size of the Floor Joists? _____” x _____”, 16”OC
4. Size of the Post Hole Footings? _____” diameter, 42” below the existing grade
5. Size of the posts? _____” x _____”
6. Size of the Beams Double _____” x _____”
7. Span of the beams between the house and each individual beam? _____

8. Guardrails must be not less than 36 inches high nor more than 42 inches high and are required if the deck is more than 30 inches above the grade.
9. Spacing of the Balusters must have a maximum clear opening of not more than 4 inches nor less than 2 inches.
10. The maximum height of a Stair Riser is 7 3/4 inches. All risers must be equal in height, including the bottom step down to the ground.
11. The minimum width of the Stair Tread is 10 inches.
12. A Stair Handrail must be provided for stairs with 4 or more risers.
Three steps = four risers = handrail is required (See Example C)
13. The minimum width of a stair is 3 feet. Stairs over 3 feet in width require additional stringers for support.
14. DO NOT COVER ESCAPE WINDOWS
15. Before digging call “JULIE”, phone 800-892-0123, for location of underground utilities.



TYPICAL DECK CONSTRUCTION

