

# DECK

## BUILDING PERMIT APPLICATION

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property & Owner Information	
Owner Name	
Phone	
Email Address	
Birth date	
Drivers License No.	
Street Address	_____
	<i>Romeoville, Illinois 60446</i>
Subdivision & Lot #	Subdivision _____ Lot # _____
<input type="checkbox"/> Corporation – Corporate No. _____	
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____	
Registered Agent:	
Address: (no PO Box)	
City, State, Zip:	
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor(s)
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor
Estimated Cost	\$ _____

Office Use Only		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Status Sticker</b>  <small>OFFICIAL USE ONLY</small> </div>
Application Date:		
Received By:		
Permit Date:		
Permit #:		Cost of Permit:\$ _____

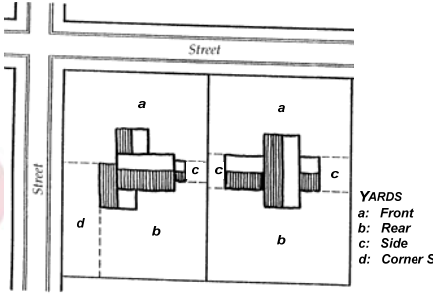
<b>Work Performed by Homeowner</b>			
If you doing the work yourself, please also complete the <i>Property Owner's Acknowledgement of Responsibility</i> form.			
<b>Contractor Information</b>			
If using a contractor or sub-contractor, a copy of the signed contract must be included with the application and the following information must be provided. All contractors and sub-contractors in Romeoville must be registered with the Village.			
Contractor Name		Village Registration No.	
Contractor Address (no P.O. Box)			
Contractor Phone		Email Address	
Birth date			
Drivers License No.			
<input type="checkbox"/> Corporation – Corporate No. _____			
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____			
Registered Agent:			
Address: (no PO Box)			
City, State, Zip:			

The Village of Romeoville has codes that guide the size and location of decks. Use this form and checklist as you plan your deck to ensure that you include all information needed to review your application. Please note that this form is designed to assist you in submitting an application for a deck. It addresses the most common questions asked by residents. Please refer to the Village's Code of Ordinance for more detailed specifications.

### Site Requirements

Requirement	✓ to confirm that you have shown ...	Office Use
You must submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, etc. The structures must be drawn to scale, labeled, and dimensioned. <i>Please refer to Page 3 for an example.</i>	all structures	
The deck must be shown. It must be labeled and dimensioned.	the proposed structure	
The deck may not be on an easement, except with the written permission of the Village and all utility companies having rights to the easement.	the structure not located on any easement	
The deck must be at least 5 feet from the side property line.	the distance to the side property line	

The deck must be at least 10 feet from the rear property line. <i>However, if the property is zoned R-5A (Hampton Park, Poplar Ridge &amp; Honeytree Unit 5,) the structure must be at least 7 feet to the rear property line.</i>		the distance to the rear property line	
The deck must be at least 10 feet from any detached structure (shed, gazebo, pool, etc).		The distance from each structure	
The deck may only be one-story tall.		A single-story deck	

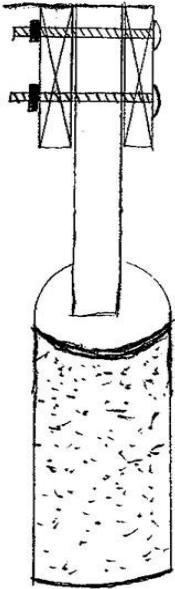
Requirement	Fill in the blanks.	Office Use
<p>If your deck is less than 36 inches from grade to floor, it may be located in the rear or side yard.</p> <p>If your deck is taller than 36 inches from grade to floor, it may be located in the rear yard.</p>		<p>How tall is the deck from floor to grade? _____ Inches</p> <p>In which yard is the proposed structure? _____ Yard</p>
<p>In total, no more that 50% of the property can be covered with building, structures, or pavement.</p>	<p>Size of proposed deck: _____ % of lot covered with structures: _____%</p>	

## Construction Requirements

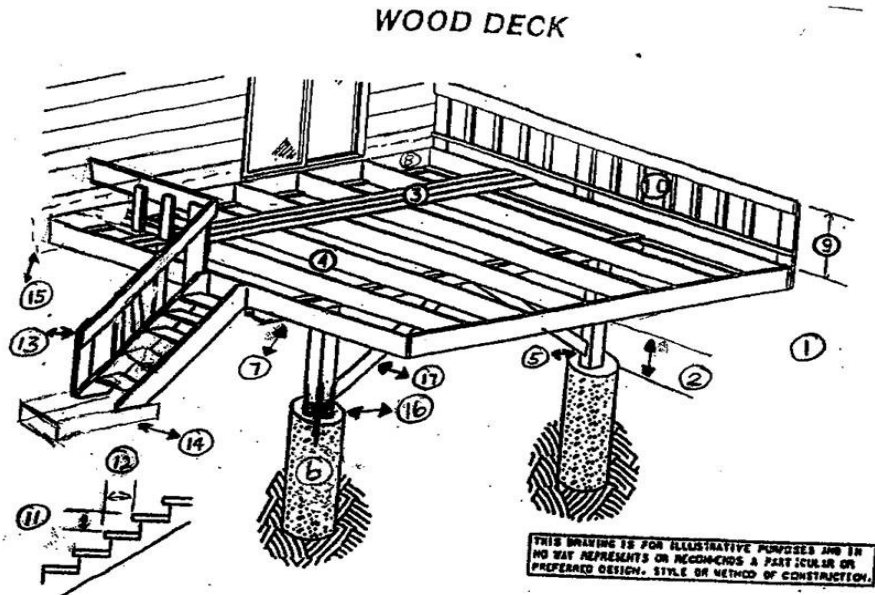
<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand. Please provide drawings for the deck layout (i.e. Home improvement printouts and hand drawings).</i>		Office Use
<b>General Requirements (Reference deck illustration pages 4-6 to answer questions below):</b>		
	1. Materials List (type of wood). _____	
	2. Height of deck above finished grade measured from the lowest part of the structure. (Plastic & 2" inches of gravel if less than 5' feet). What is the finished height of deck from grade? _____	
	3. What is the thickness of the deck boards (floor)? _____	
	4. What is the size and spacing of the deck joist? _____	
	5. Support post shall be a minimum of a 4" x 4". What size posts will be used? _____	
	6. What size and depth of the concrete piers will be used? (an 8" inch diameter and minimum 42" inches of depth is required) Diameter _____ Depth of pier pad _____	
	7. What is the size and spacing of the support header beams? _____	
	8. Submit the anchorage detail of the ledger board. _____	
	9. Submit the height of the guard railing. (Minimum height is 36" inches). _____	
	10. Required guards shall not allow the passage of a 4" inch sphere in diameter between the balusters or between the intermediate rail and the deck floor. What is the spacing between balusters? _____	
	11. The maximum riser height is 7 3/4" inches. Riser height is _____.	
	12. The minimum tread depth is 10" inches measured nosing to nosing. Tread depth is _____.	
	13. Handrails shall be provided on at least one side of each continuous flight of stairs with four or more risers. The handrail height shall be not less than 34" inches and not more than 38" inches in height measured vertically from the sloped plane adjoining the tread nosing. The balusters shall not allow the passage of a 4" inch sphere in diameter and a 6" inch sphere at the triangular openings formed by the riser, tread and bottom rail of a guard.	
	14. The stair stringers shall rest fully on a hard surface equal in width to the stair case and shall extend 24" inches in front of the last tread.	
	15. Remove siding to properly install the required flashings.	
	16. Post shall not be set into the concrete footing. Post shall be positively anchored with an approved post bracket to prevent lateral displacement of the post at the bottom end.	
	17. Knee braces shall be used to prevent the lateral movement of the deck at the outer end.	

# Deck illustrations

## Carriage Bolts



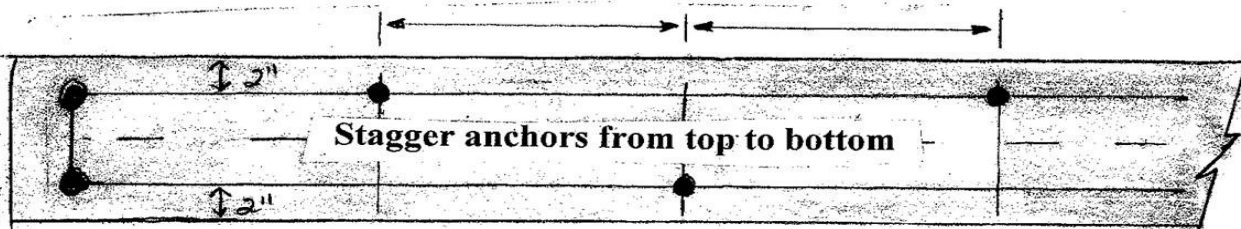
Support Beam  
to Post Detail



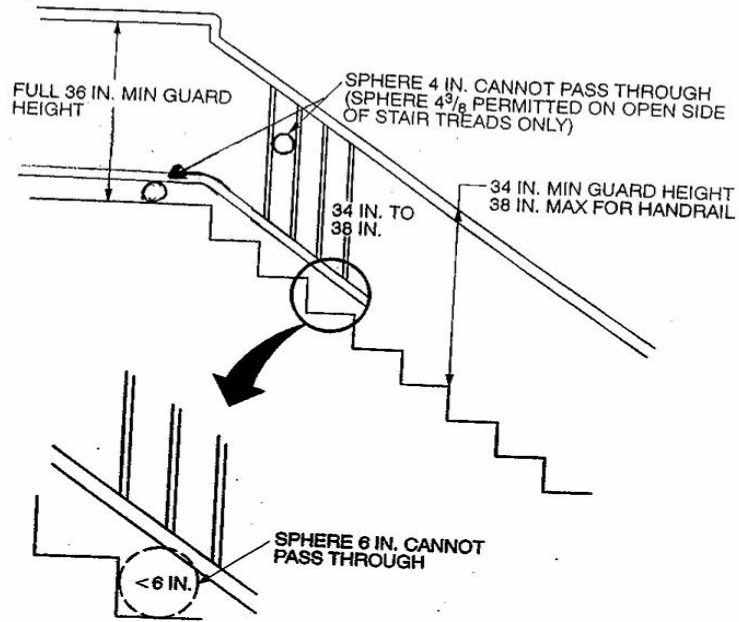
The number of anchors for the ledger board depends on the length of the floor joist from the ledger board to the support beam. The bolt or lag screw shall be 1/2" inch minimum.

- Joist Span up to 8' feet – 24" inches on center
- Joist Span up to 12' feet – 16" inches on center
- Joist Span up to 16' feet – 12" inches on center
- Joist Span over 18' feet – 10" inches on center

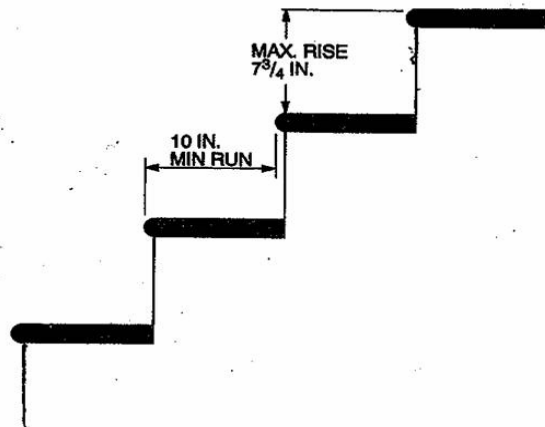
## Ledger Board Lag Screw or Bolt spacing



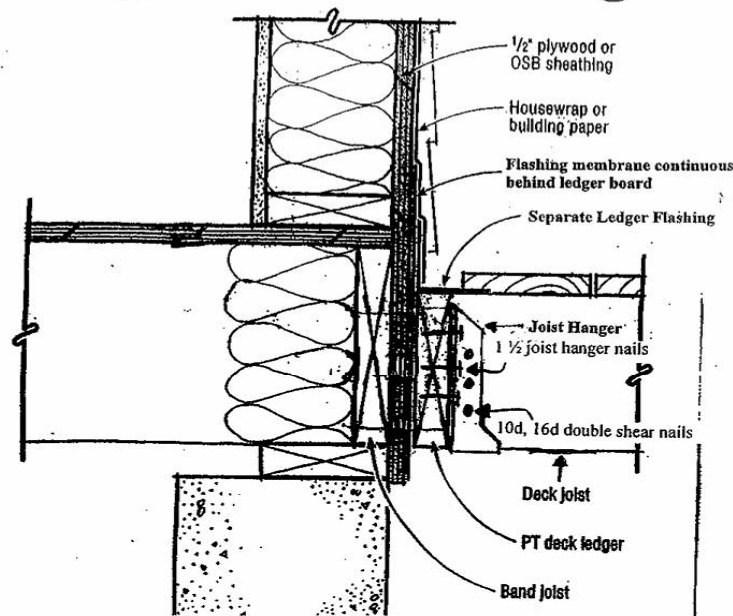
# Guard Rails / Handrails



# Stair Requirements



# Ledger Board Flashing Detail



## Example of Double Shear Nailing

All nails and screws used for exterior decks shall be corrosion resistant. Stainless Steel, Galvanized Hot Dipped or zinc coated are only a few that are made specifically for exterior use.

One and one half inch (1 1/2) joist hanger nails shall be used to attach the joist hanger to the ledger Board to minimize penetrations into the wall flashing.

10d or 16d nails shall be used for double shear nailing.

10d, 16d double shear nails

1 1/2 joist hanger nails

**The nail is installed into joist and header, distributing load through two points on each nail for greater strength.**



<b>Permit &amp; Inspection Requirements</b> <i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand.</i>	<b>Office Use</b>
<input type="checkbox"/> The Building Permit must be posted in the building's window where it can be seen from the street. Each phase of construction must be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction. <input type="checkbox"/> • A post hole inspection must be completed prior to the installation of the deck framing. <input type="checkbox"/> • A deck framing inspection. <input type="checkbox"/> • A final deck inspection. <input type="checkbox"/> • All inspections must be scheduled 48 hours in advance by calling (815)886-7203 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a> . Your permit number must be provided when inspections are scheduled. <input type="checkbox"/> • Failure to call for required inspections may result in a <b>"STOP WORK ORDER"</b> . <input type="checkbox"/> • Should you fail an inspection, a re-inspection fee must be paid before continuing work and before scheduling another inspection. <b>INVOICED AFTER 5 DAYS</b> <input type="checkbox"/> • <b>A FINAL INSPECTION MUST BE PERFORMED WHEN THE DECK HAS BEEN INSTALLED.</b> If the inspection is passed, a Certificate of Completion will be issued. The deck may not be used until the Certificate of Completion has been issued. <input type="checkbox"/> Work must be started within thirty (30) days of the issuance date of the permit and must be completed within 365 days.	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

- Owner   
 Tenant   
 Agent   
 Contractor   
 Other specify \_\_\_\_\_

**This Page for Office Use Only**



Approval & Review Status
--------------------------

Building	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Planning:	Date Plans Received	
	Plans Examiner	
	Date Plans Approved	
	Plans Approved By	

Clerical	Check for Outstanding Debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	
	<input type="checkbox"/> Received copy of Drivers License	

Notes	
-------	--