

RESIDENTIAL DECK APPLICATION

Residential Permit Application & Review Guidelines

Village of Round Lake Beach 1937 Municipal Way, Round Lake Beach, IL 60073

847-546-2351 | ResidentialPermitting@RoundLakeBeachIL.gov | roundlakebeachil.gov

PROPERTY INFORMATION	PERMIT #
Project Site Address:	
CONTACT INFORMATION	
<u>Owner</u>	<u>Contractor</u>
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Project to be completed by: Owner _____ Contractor _____
Estimated Cost: \$ _____

Use this checklist to help you expedite the plan review process.

Plans with missing information will be rejected.

PLAN/DRAWINGS SUBMITTAL REQUIREMENTS (2 COPIES)	OFFICE USE ONLY	
All drawings must be neatly drawn with clean, crisp lettering.		
COMPLETE BELOW AND ALSO SHOW ON PLAN/DRAWING:	Y	N
Clearly mark location and dimensions of deck on a current Plat of Survey, decks shall not be constructed in any easements, all decks located in a floodplain must comply with the current storm water management ordinance		
Indicate distances from sides and rear property lines of proposed deck on the current Plat of Survey, decks must be a minimum of 5 feet from rear and side lot lines		
Deck height above finished grade: _____ inches		
Pressure treated or decay resistant lumber is required with rust resistant hardware		
Weed barrier is required under all decks less than 48 inches above grade, a minimum of 2 inches of gravel is required to be placed on top of weed barrier		
Guardrails required if deck is 30" or more above grade, minimum 36" above the deck, with spindles spaced less than 4 inches apart		
Handrail required on steps with four or more risers, located not less than 34" nor more than 38" above the nosing of tread, handrail cross section must be 1 ½ to 2 inches		
Show pier locations on drawing and dimensions from pier to pier		
Pier depth: _____ (min. depth is 42 inches) Pier diameter: _____ (min diameter 14 inches)		
Size, spacing and spans of all posts, beams, joists and decking need to be clearly marked on drawing		
Stairways must be provided with an artificial light source located at the top landing		
Stairway minimum width is 36 inches, minimum of 3 stair stringers a maximum of 18" on center		
Stairway landings must be frost protected		
The triangular openings formed by the tread and riser of the stairs and lower chord of the guardrail shall not allow the passage of a 6 inch sphere		

Openings between risers must not allow the passage of a 4 inch diameter sphere. A nosing not less than 3/4 inch and not more than 1 ¼ inch must be provided on stairways with solid risers		
Maximum riser height is 7 ¾ inches and may not deviate more than 3/8 inch from one stair to another. Minimum tread depth is 10 inches plus a ¾ to 1 ¼ inch nosing.		
Joists sitting on bearing points must have hurricane clips or rafter ties		
Joists connected to the face of other joints/beams/ledgers are required to have joist hangers		
Deck lateral connections and hold down tension devices must be installed on not less than 2 locations per deck		
Post to pier and post to beam connection details required		
Ledger board must be a minimum of 2x8 nominal lumber		
Ledger board must be flashed entire length, under siding and house wrap, over top of ledger		
For joist spans up to 18 feet, 1/2 inch lag bolts shall be 16" on center staggered high/low 2" from edge of the ledger		

Approved by Plan Reviewer: _____
 Approved by Planning/Zoning _____
 Signature _____ Date _____

INSPECTION REQUIREMENTS

Schedule all inspections 48 hours in advance by calling 847-546-2351

BEFORE THE INSPECTION:

Call JULIE before you dig at 811

PIER INSPECTION: Call to schedule PRIOR to pouring concrete

Piers are a minimum of 42 inches below grade, in the location shown, diameter and spacing are same as on approved submittal.

ROUGH INSPECTIONS

Rough Framing

FINAL INSPECTION: Call to schedule at the completion of all work.

The location, materials and size of the deck matches the submitted and approved plan
 Guardrails, spindles and handrails are installed and match approved plan
 All surplus building materials are removed from site

IMPORTANT NOTIFICATIONS FOR OWNER & APPLICANT

1. **Contractor Registration Required:** Complete information on ALL contractors is required prior to permit issuance. The Village will verify that all contractors are currently registered with VRLB (see our website for requirements).
2. **Attention Owners with HOAs:** The Village will evaluate this application based on compliance with the Village's codes and ordinances. It is the Property Owner's responsibility to verify the proposed improvements meet the guidelines of your local homeowner's association.
3. **Owner's Representative Legal Statement:** By signing below, the Applicant hereby certifies that all information provided herein is true and correct; that all provisions of the ordinances of VRLB shall be complied with; that the proposed work is authorized by the owner of record; and that I have been authorized to submit this application as his or her agent.

Signature of Homeowner: _____

Date: _____

Signature of Contractor: _____

Date: _____

**Return with ALL REQUIRED ATTACHMENTS by email or in person to the Village Hall.
 Your application will be processed within 10 business days.**