

DECKS

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

TO APPLY FOR A PERMIT

1. Complete a permit application.
2. Submit two (2) copies of the Plat of Survey of the property and indicate the location of the proposed deck, distances from the deck to all property lines, and all electrical service wires.
3. Submit two (2) copies of a scaled (1/4"= 1') drawing with information about construction and installation of the deck, including foundation detail, sizes and location of all framing members, type of lumber, detail of attachments to the house, details of stairs and rails when required. Show pier size & spacing, beam size & spacing & all dimensions.
4. Provide a copy of the written and signed contract between the contractor and homeowner.
5. A plan review fee must be paid when the plans are submitted, based on 20% of the permit fees, but not less than \$25. This fee is calculated by multiplying the cost of construction by .002 rounded to the nearest dollar paid in cash or check.
6. Submit a copy of a Homeowner's Association approval letter, when applicable.

Note: Once your plans have been approved, you will be asked to call J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to obtain a dig number. The permit will not be issued without a dig number. Plan reviews are completed within ten (10) business days or sooner.

LOCATION REQUIREMENTS:

1. A deck must be located at least seven (7) feet from the side and rear property lines. If a house wall is closer than seven (7) feet to property line, a deck can be built no closer to a property line than the house wall.
2. A deck may not be located on any recorded easement.
3. The deck area, when combined with the area of other structures located in the rear yard, shall not exceed forty (40) percent of the total rear yard area.
4. Decorative trellises or gazebos may be built no closer than seven (7) feet to the rear and side lot lines.
5. Overhead electrical wires must be at least 10 feet above the highest walking or seating surface of the deck.

CONSTRUCTION REQUIREMENTS:

1. Holes for deck support posts (piers) must be dug at least forty-two (42) inches below existing grade. Pier size is determined by how many square feet of deck the pier is supporting.
2. A deck that is eighteen (18) inches or more above grade shall have a guard rail at least thirty six (36) inches high. The distance between the balusters shall not exceed four (4) inches. Stairs with two (2) steps or more shall have handrails, thirty-four (34) inches high as measured vertically from the nose of the stair tread.
3. Decks shall be designed to support a live load of forty (40) pounds per square foot.
4. Deck stairs shall include:
Risers not more than seven and three quarters (7-3/4) inches. All risers must be equal.
Treads of not less than ten (10) inches as measured nose to nose. All treads must be equal.
Steps shall bear on a concrete pad supported by piers. No open risers over 4" permitted.
5. All excavated soil shall be removed from the premises prior to requesting a final inspection.
6. **Do not store construction equipment or materials within the Village Right-of-Way.**
7. Extreme care is to be taken to protect the existing utilities, pavement, curbs and sidewalks. Pavement, curb and sidewalk should be ramped or planked to avoid damage.
8. Damage to the Village Right-of-Way caused by any work will be restored to the satisfaction of the Village Engineer. The Village will perform pre-construction and post-construction inspections to identify damage.

Special Note: All exposed surfaces of decks in Gregg's Landing located on property abutting the White Deer Run Golf Course shall be constructed of cedar. All cedar must be painted, stained or sealed prior to final inspection.

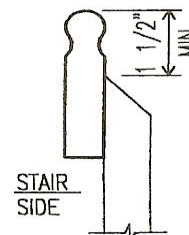
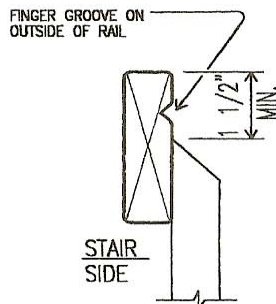
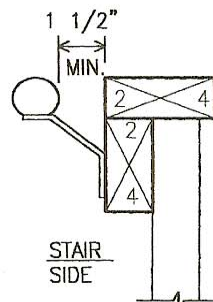
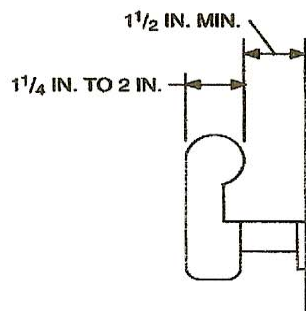
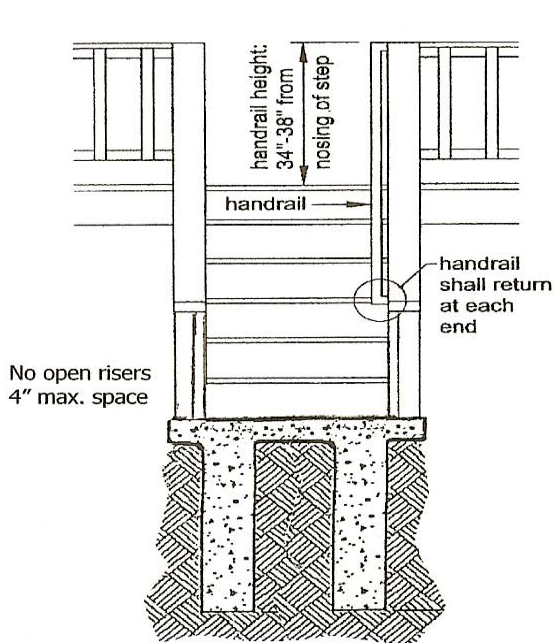
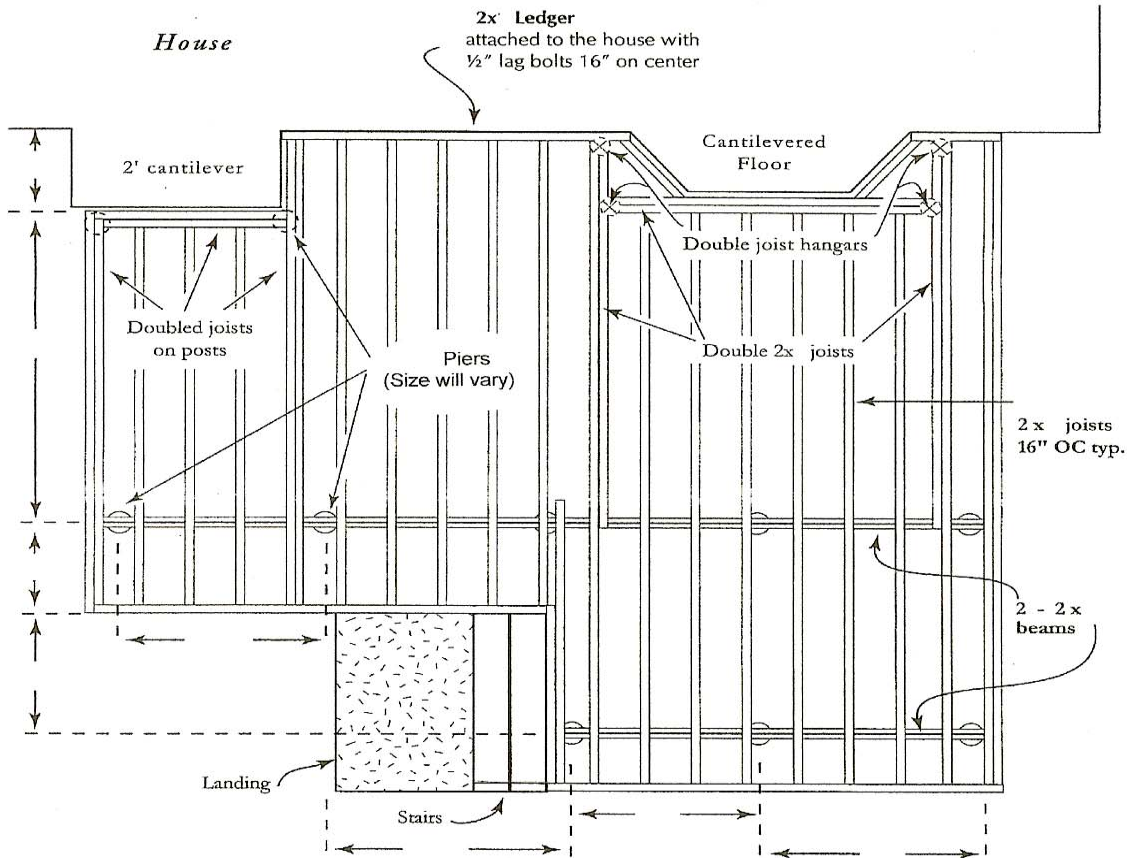
INSPECTION REQUIREMENTS:

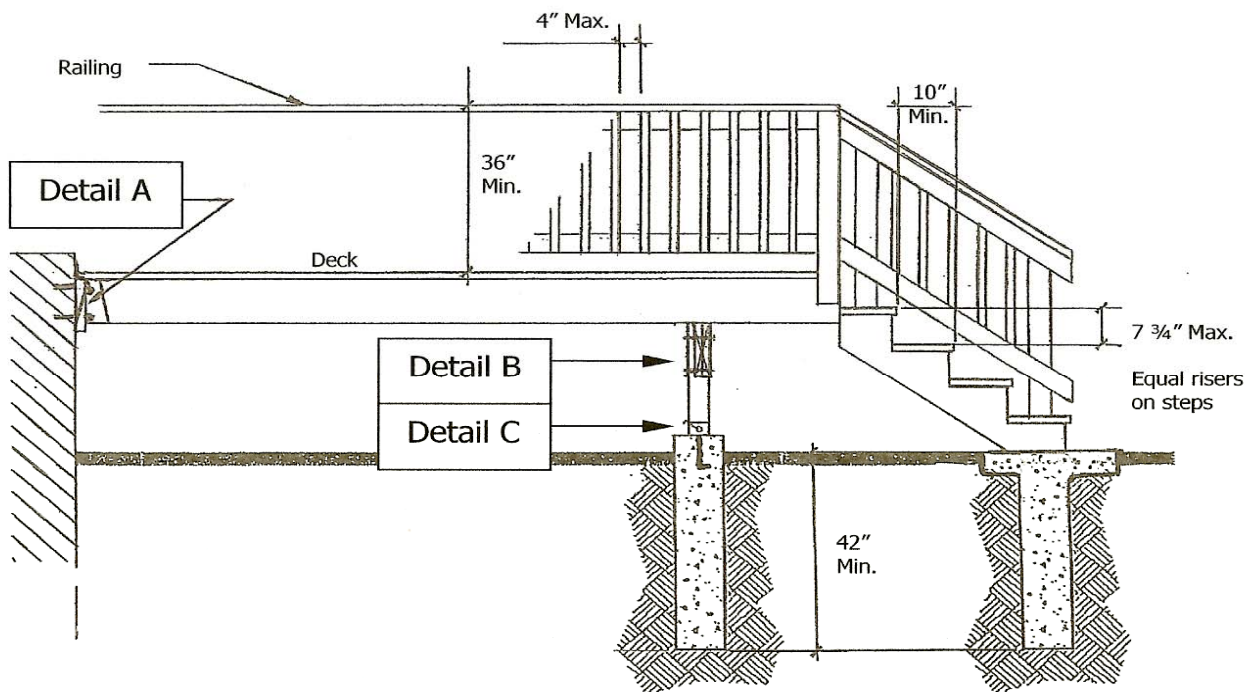
The permit holder is responsible for scheduling inspections. To request an inspection, contact the Building Division at (847) 367-3704 between the hours 8:30AM and 3:30PM, Monday through Friday, at least one working day in advance with the permit number ready.

The following inspections are required:

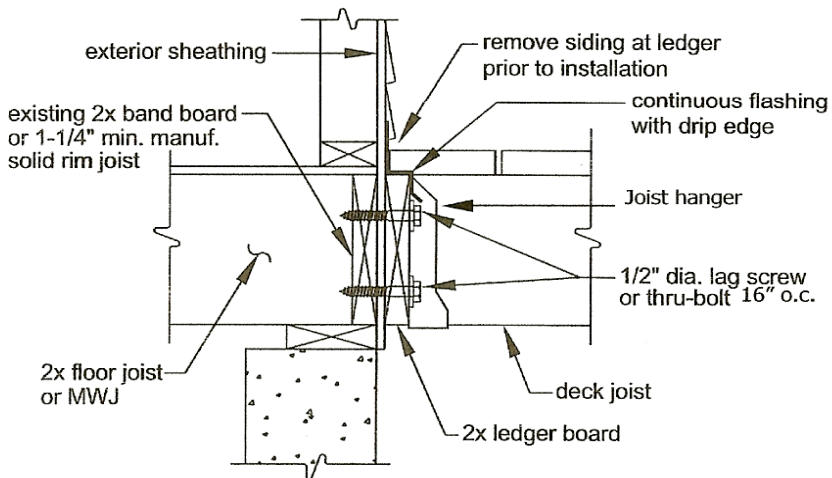
- Post Hole/Pier Hole Inspection- When the pier holes are dug (prior to placing concrete) they must be clear of all water and loose soil. Pier holes must be sized as noted on plans.
- Rough framing inspection (prior to installing decking)
- A final inspection upon completion of the deck.

Sample Plan View

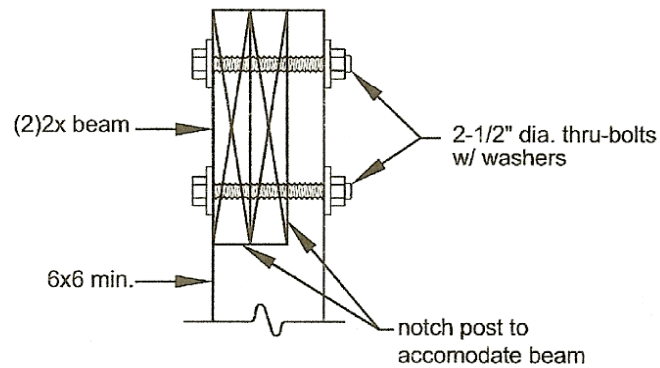




Detail A

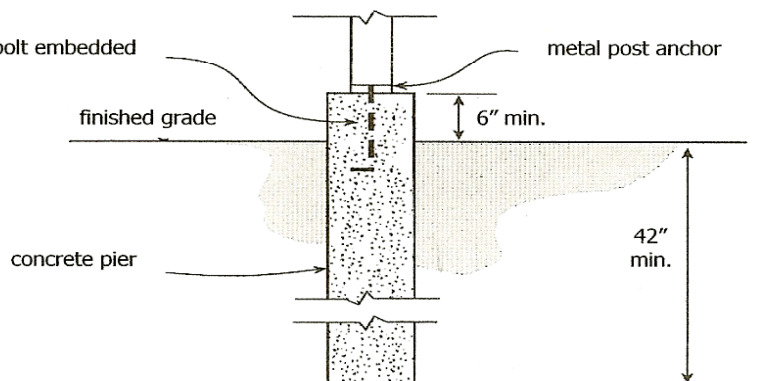


Detail B



Detail C

1/2" (min.) diameter anchor bolt embedded
7" min. into concrete pier



Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3704 - Fax 847-367-2541 - http:// www.vernonhills.org

DECK/SHED/FENCE PERMIT APPLICATION

PLEASE PRINT

Homeowner's Name: _____

Address: _____

Phone: _____ **E-Mail:** _____

Applicant's Name: _____
(If different from above)

Phone: _____ **E-Mail:** _____

Please supply the following:

- Two (2) copies of the Plat of Survey (illustrating where the work will be performed)
- Two (2) sets of Construction Plans
- Homeowner's Association Approval Letter (if applicable)
- Copy of proposal from contractor
- Brief description of work to be performed:

Once a review has been approved, you will need to supply us with a dig number from JULIE (1-800-892-0123)

Please answer the following:

Estimated Value of Work \$ _____

Material _____

Length _____ Width _____ Height _____

Work being performed by:

- Homeowner
- Contractor: Name: _____

Address: _____

Phone: _____

FOR OFFICIAL USE:

REVIEW: \$ _____

PERMIT: \$ _____

BOND: \$ _____

TOTAL: \$ _____

VILLAGE OF VERNON HILLS COMMUNITY DEVELOPMENT
290 Evergreen Drive • Vernon Hills, IL 60061-2999
Phone 847-367-3704 • Fax 847-367-2541

RESPONSIBLE PERSON, SOIL EROSION AND SEDIMENT CONTROL –
RESIDENTIAL SITES

The Watershed Development Ordinance requires that Contractors, or the permit applicant, designate a responsible person in charge of soil erosion and sediment control. The designee shall be responsible for the maintenance of all soil erosion and sediment control items at all times. The designee shall be responsible to react to all violations or discrepancies immediately after notification.

For all improvement projects within the Village, the sites shall be kept clean at all times. Streets, sidewalks, and curb/gutter shall be broom swept clean, a minimum, at the end of each day, or more frequently if required by the Village. Existing storm sewer structures are to be protected from sediment deposits at all times.

All material delivery and the storage of materials for the site are prohibited within the Village Right-of-Way (typically 15' from the back of curb), unless written approval by the Village is granted.

TO BE COMPLETED AND RETURNED PRIOR TO ISSUANCE OF A PERMIT
(Please print)

Designee: _____ **Contact Number:** _____

Permit Applicant / Developer / Contractor Name: _____

Project Address: _____ **Pod / Lot:** _____

Application or Permit Number: _____

Received by: _____ **Date:** _____