



## DECK PERMIT REQUIREMENTS

1. Complete application in its entirety **where applicable**. Be sure to print your name, address, phone, and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Submit **three copies of your Plat of Survey**.
3. Submit **three copies of detailed drawings** on the construction of the deck. Include the following requirements:
  - Show deck on current Plat of Survey
  - Show well and septic on current Plat of Survey, if applicable.
  - Dimensions overall deck size
  - Distance of deck from property lines. (If deck encroaches on rear or side yard setbacks, a zoning variance is required.)
  - Indicate location of basement window, verify no basement escape windows or other exists are obstructed by deck.
  - Deck minimum design live load is 100 psf.
  - The deck will be constructed of what type of material?
  - What is the height of the deck above grade?
  - What is the thickness of the deck floor?
  - What are the sizes of the floor joists?
  - What is the size and spacing of the deck support posts?
  - What is the size and depth of the post footings or piers?  
Minimum depth is 42 inches.
  - What is the size and span of the deck beams?
  - What is the height of the guardrail?  
Minimum height is 36 inches.
  - What is the spacing of the balusters?  
Maximum clear opening is 4 inches.
  - What are the dimensions of the stair treads and risers?  
Maximum riser is 7.75 inches. Minimum tread is 9 inches exclusive of nosing.
  - What is the clear width of the stairs?  
Minimum is 36 inches.
  - Is a stair handrail provided and what is the height?  
Stairs with three or more risers require handrail. Handrail height minimum is 30 inches and maximum is 38 inches above nose.
4. A check in the amount of **\$25** made payable to **Cook County Collector**.

Return all items to the address above for processing. When the permit has been reviewed and completed, **you will be notified** by mail of the final amount due. After payment has been received, your permit will be issued and mailed to you.