



## COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

*\*Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be place on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

### **DECKS:** (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be complete.
- ☐ Plat of Survey indicating the proposed location of the deck, with measurements noted.
- ☐ Permit Addendum – Deck, signed.
- ☐ A letter of approval from homeowner association, when applicable.
- ☐ Contractor's Registration with bond, for those not already **licensed** and **bonded** with the Village.
- ☐ Detailed plan and section drawings of the deck with dimensions and all framing members sized.

I attest that I have submitted all information as required above regarding the permit applied for at:

\_\_\_\_\_ Glendale Heights, IL 60139

\_\_\_\_\_ Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



VILLAGE OF GLENDALE HEIGHTS  
300 Civic Center Plaza  
Glendale Heights, Illinois 60139  
Community Development Department  
(630) 260-6030

**BUILDING PERMIT APPLICATION**  
(Please Print CLEARLY)

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ GLENDALE HEIGHTS, IL 60139

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT PHONE NUMBER: \_\_\_\_\_

APPLICANT EMAIL ADDRESS: \_\_\_\_\_

IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY

EST. CONST. COST: \$ \_\_\_\_\_ HOMEOWNERS ASSOC. ☐ YES ☐ NO

**CHECK ONE:**

- |                                      |                                  |                                   |   |                                |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST.  | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO          | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION    | <input type="checkbox"/> SIDING  | <input type="checkbox"/> HVAC     | <input type="checkbox"/> SIDEWALK       | <input type="checkbox"/> SHED  |
| <input type="checkbox"/> REMODEL     | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY       | <input type="checkbox"/> DECK  |
| <input type="checkbox"/> DEMOLITION  | <input type="checkbox"/> DOORS   |                                   | <input type="checkbox"/> DRIVEWAY APRON |                                |
| <input type="checkbox"/> OTHER _____ |                                  |                                   | <input type="checkbox"/> OTHER PAVEMENT |                                |

SCOPE OF WORK/DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name	Address	Phone Number
OWNER: _____	_____	_____
OCCUPANT: _____	_____	_____
ARCHITECT: _____	_____	_____
ENGINEER: _____	_____	_____
GEN. CONT.: _____	_____	_____
PLUMBING: _____	_____	_____
ELECTRIC: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DIR. OF COMM. DEVELOPMENT: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Expires: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Initial Deposit: \_\_\_\_\_

Construction: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Site Improvement: \_\_\_\_\_

Sewer Connection: \_\_\_\_\_

Water Connection: \_\_\_\_\_

Water Meter: \_\_\_\_\_

Penalty: \_\_\_\_\_

Building Deposit: \_\_\_\_\_

Engineering Deposit: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Required Deposit: \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_





## PERMIT ADDENDUM- DECK

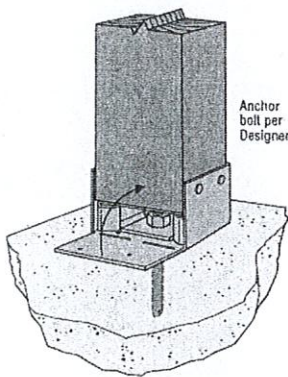
PERMIT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

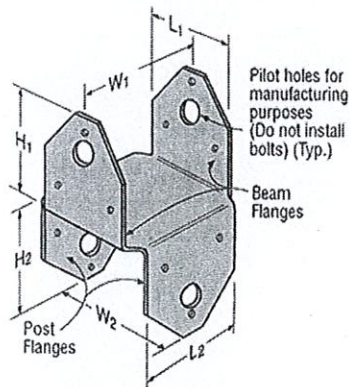
Permit approval is subject to the following conditions:

1. All deck construction (new or replacement) shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
  - a. 2006 International Residential Code
  - b. 2006 International Property Maintenance Code
2. All lumber used shall be #2 grade (or better) and pressure-preservative-treated (or *approved* decay-resistant species).
3. All connection hardware used shall be hot-dipped galvanized or stainless steel.
4. Posts shall be supported on a minimum of 8" diameter concrete piers (10" where 6x6 posts are used) which shall extend to a minimum depth of 42" below finished grade.
5. Posts shall be a minimum 4x4 lumber and secured to the concrete pier using post base anchors. A post shall not be notched more than 25% of its width.
6. Where supported by attachment to an exterior wall, decks shall be positively anchored to the primary structure with a minimum 2x8 ledger board, attached using ½" x 6" (min.) lag bolts, staggered and spaced @ 16" o.c. (2006 IRC R502.2.2)
7. Beams shall be sized in accordance with Table 502.5(2) for "One Floor Only". Beams shall be connected to posts using post cap anchors or by through bolts.
8. Joists shall be sized in accordance with Table 502.3.1(2). Joists shall be secured to ledger boards and beams by properly sized joist hangers. Where a joist bears on top of a beam, each such connection shall be secured by an H-clip.
9. Bridging shall be provided at intervals not exceeding 8'-0" on center. (2006 IRC section R507.2.1)
10. Each location where decking bears on a joist shall be connected with (2) fasteners.
11. Stairways shall be a minimum of 36" wide, and:
  - a. The maximum riser height shall be 7-3/4", and;
  - b. The minimum stair tread depth shall be 10". The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge.

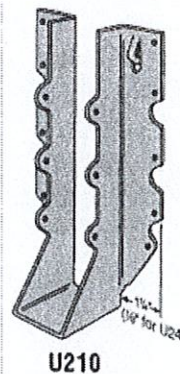
12. Where the walking surface is located more than 30" above the floor or grade below, a guard shall be provided that is not less than 36" in height, except that guards along the open side of stairs shall not be less than 34" in height measured vertically from the nosing of the treads. Guards shall be securely anchored to the structure to resist both vertical and lateral forces.
13. Openings in guards shall not allow passage of a sphere 4" or more in diameter, except that:
  - a. Guards along the open side of stairs shall not allow passage of a sphere 4-3/8" or more in diameter
  - b. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway shall not allow passage of a sphere 6" or more in diameter.
14. Handrails shall be provided on at least one side of each continuous flight of stairs with four or more risers. Handrails shall be not less than 34" and not more than 38" measured vertically from the tread nosing. Handrails shall be continuous from a point directly above the top riser to a point directly above the lowest riser of the flight and terminate in a post



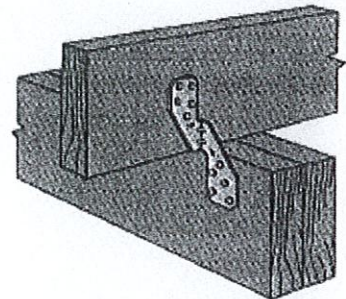
**POST BASE**



**POST CAP**



**JOIST HANGER**



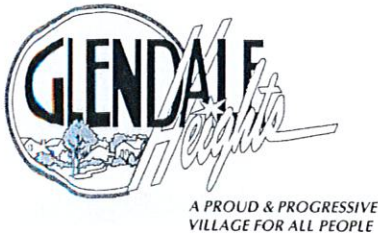
**H-CLIP**

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_





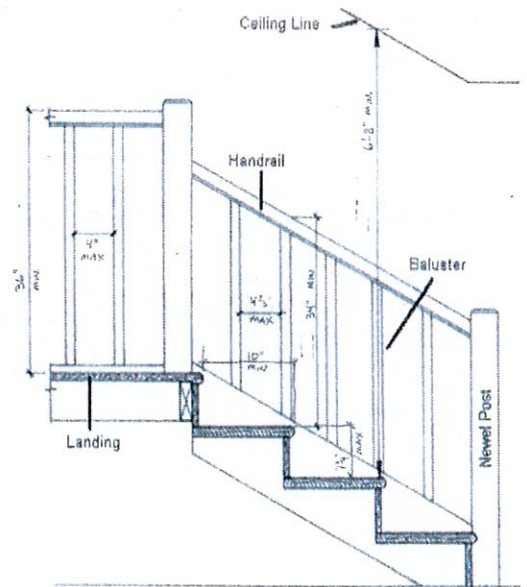
## PERMIT ADDENDUM- STAIRS, GUARDS & HANDRAILS

PERMIT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Permit approval is subject to the following conditions:

1. All construction work involving stairs, guards, and/or handrails (new, replacement, or removal) shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
  - a. 2006 International Residential Code
  - b. 2006 International Property Maintenance Code
2. Stairways shall not be less than 36" wide. Handrails shall not encroach more than 4.5" on either side.
  - a. The maximum riser height shall be 7-3/4". The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8".
  - b. The minimum stair tread depth shall be 10". The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8".
3. There shall be a floor or landing at the top and bottom of each stairway, except that a floor or landing is not required at the top of an interior flight of stairs, including stairs in an enclosed garage, provided that a door does not swing over the stairs.. The width of each landing shall not be less than the width of the stairway served. Every landing shall have a minimum dimension of 36" measured in the direction of travel.
4. Guards shall not be less than 36" in height where the walking surface is located more than 30" above the floor or grade below, except that guards along the open side of stairs shall not be less than 34" in height measured vertically from the nosing of the treads. Guards shall be securely anchored to the structure to resist both vertical and lateral forces.
5. Openings in guards shall not allow passage of a sphere 4" or more in diameter, except that:
  - a. Guards along the open side of stairs shall not allow passage of a sphere 4-3/8" or more in diameter



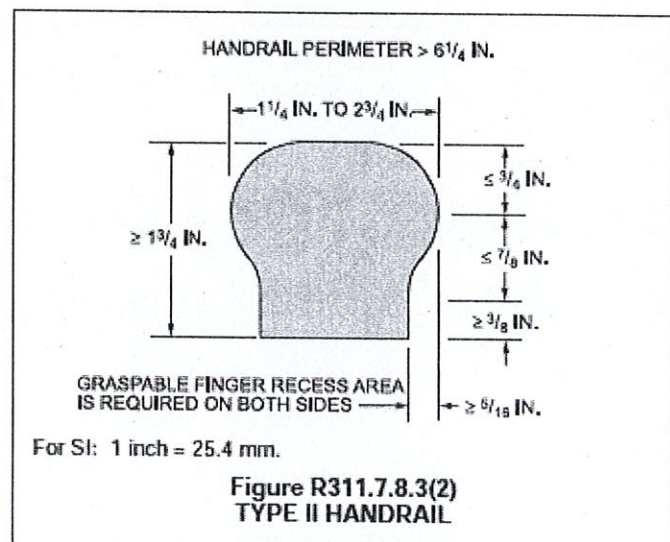
**PERMIT ADDENDUM –  
STAIRS, GUARDS & HANDRAILS**

PERMIT \_\_\_\_\_  
ADDRESS \_\_\_\_\_

- b. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway shall not allow passage of a sphere 6" or more in diameter.
6. Guardrails and handrails shall be capable of supporting a single concentrated 200 lb. load applied in any direction at any point along the top. (2006 IRC 301.5)
7. Handrails are required on at least (1) side of every continuous run of at least (4) risers.
8. Handrails shall be not less than 34" and not more than 38" vertically above the tread nosing, and shall be continuous for the full length of the flight. Handrail ends shall be returned or terminate in newel posts or safety terminals.
9. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4" and not greater than 2". If the handrail is not circular it shall have a perimeter dimension of at least 4" and not greater than 6 1/4" with a maximum cross section of dimension of 2 1/4 inches.

**10. Alternative Handrail Type:**

11. Handrails with a perimeter greater than 6.25 inches shall have a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch measured vertically from the tallest portion of the profile and achieve a depth of not less than 5/16 inch within 7/8 inch below the widest portion of the profile. This required depth shall continue for not less than 3/8 inch to a level that is not less than 1-3/4 inches below the tallest portion of the profile. The width of the handrail above the recess shall be not less than 1-1/4 inches and not more than 2-3/4 inches. Edges shall have a radius of not less than 0.01 inch.



I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: [permits@glendaleheights.org](mailto:permits@glendaleheights.org)

### CONTRACTOR REGISTRATION APPLICATION

#### REGISTRATION INFORMATION

REGISTRATION TYPE:

☐ NEW REGISTRATION

☐ RENEW REGISTRATION

TRADE(S):

- ☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE  
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL  
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY  
☐ WINDOW ☐ OTHER / SPECIALTY

#### COMPANY AND APPLICANT INFORMATION

COMPANY NAME:

\_\_\_\_\_

COMPANY ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT NAME:

\_\_\_\_\_

PHONE:

\_\_\_\_\_

APPLICANT ROLE:

☐ OWNER

☐ EMPLOYEE

☐ AGENT

EMAIL:

\_\_\_\_\_

#### ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. \*Plumbing exempt.
2. Payment of fee. Contractors = \$75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

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*I do hereby attest that the information provided is true and accurate to the best of my knowledge.*

APPLICANT SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

FOLLOWING PAGES  
FOR APPLICANT

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DO NOT RETURN  
WITH APPLICATION



## Inspections

Construction of a deck will require at least two inspections: a footing inspection, and a final inspection. **A 24 hour advanced notice is required prior to all inspections.** The appointment for this inspection can be scheduled by calling the Department of Community Development at (630) 260-6030.

## Final Note

Please remember that once installed, your deck is required to be kept maintained. Surface coatings are expected to be maintained free from loose and flaking paint chips. Damaged or worn components require proper replacement or repairs.

## Mission Statement

The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners.

This brochure contains general information and is not to be used for interpretation of actual village codes. The drawings used in this brochure are intended to aid in the understanding of the zoning ordinance. They are for illustrative purposes only and are not intended to be used for interpretation of actual zoning regulations. Please contact the Department of Community Development during regular business hours regarding specific questions.

## DECKS

This brochure contains two sheets, please make sure you have both the information sheet as well as the illustrational sheet

## VILLAGE OF GLENDALE HEIGHTS DEPARTMENT OF COMMUNITY DEVELOPMENT

300 Civic Center Plaza  
Glendale Heights, IL 60139  
(630) 260-6030  
(630) 260-1317 fax  
[comdev@glendaleheights.org](mailto:comdev@glendaleheights.org)





## Building Permits

Permits are required prior to the construction of a deck and require the following documents: 1) Building permit application 2) Plat of survey showing the proposed location of the deck with dimensions and distance to all lot lines 3) A detailed construction drawing of the deck consisting of the following parts: footings, post, beams, joist, decking, stairs and railings (see attached minimum construction specifications). 4) A letter of approval from your homeowners association if applicable 5) Name, address and phone number of contractor installing the deck. All contractors must be bonded and licensed with the Village of Glendale Heights before any permits are issued **Permit approval requires a minimum of ten (10) working days.** Call J.U.L.I.E. at 1-800-892-0123 prior to any digging.

## Building Codes

All construction is required to comply with the 2006 International Residential Code. Any electrical work shall comply with the 2008 National Electrical Code. Gas appliance installations shall comply with the 2006 International Fuel Gas Code.

## Setbacks

Decks are permitted in rear yards only and must be set back a minimum of 3 feet from all lot lines and completely off all utility and drainage easements.

Open porches are permitted in front yards, not covering more than 20% of the required front yard or more than 20% of actual front yard if it is less than the required front yard.

## Frost Footings

Are required for any deck attached to a dwelling, porch, or garage that has frost footings. The minimum depth to the base of the footing is 42 inches below grade and a minimum of 8 inches wide.

## Live Load

All decks shall be designed to support a live load of 40 pounds per square foot.

## Framing Detail

Header beams and joist that frame into ledgers or beams shall be supported by approved framing anchors such as joist hangers.

## Attaching to the House

All connections between the deck and dwelling shall be weatherproofed. Any cuts shall be flashed. Joists must be attached to the house strip attached to the house. Ledger board should be attached to the house with a minimum 3/8" lag bolts long enough to penetrate fully into the rim joist or other backing inside the wall. Any cuts in the exterior finish shall be flashed.

## Cantilevers, Overhanging Joist and Beams

Joist should not overhang beams by more than two feet, nor should beams overhang post by more than one foot unless a special design is approved.

## Nails & Screws

Use only stainless, high strength aluminum or hot-dipped galvanized.

## Materials Required

All exposed wood used in the construction of decks is required to be of approved wood of natural resistance to decay (redwood, cedar, etc.) or approved treated wood. This includes post, beams, joist, decking and railings.

## Stairs

Minimum width is 36 inches. Stairs shall have a

## Handrails

Handrails are required with stairways having more than two risers. The top shall be not less than 34 inches or more than 38 inches above the nosing of the tread. Handrail ends shall be returned or terminated in posts. The hand grip shall not be less than 1 1/4 inches or more than 2 inches in cross sectional dimension or the shape shall provide an equivalent gripping surface with no sharp corners.

## Guardrails

Guardrails are required on all decks more than 30 inches above grade or other lower surface. Rail must be 36 inches minimum height. Open guardrails and stair railings must have intermediate rails that a four inch sphere cannot pass through.

## Permit Checklist

- ☐ Permit application.
- ☐ A plat of survey showing the proposed location of the deck.
- ☐ Detailed drawing of the deck with dimensions
- ☐ A letter of approval from home owner association, if applicable.
- ☐ Name and address of licensed and bonded contractor installing the deck.
- ☐ Call J.U.L.I.E. 1-800-892-0123, once permit is issued.

**Your permit will not be processed without all of the above items. Please allow a minimum of ten (10) working days for permit review.**



## Recommended Spans for Spacing Deck Boards

Recommended Spans for Spacing Deck Boards			
On Edge		Laid Flat	
2x4	5/4"x4"	5/4"x6"	2"x4"
48"	16"	24"	16"
			24"

## Minimum Post Size

Minimum Post Size				
Spacing Between				
Height (ft)	48"	72"	96"	120"
UP to 6'	4x4	4x4	6x6	6x6
Up to 9'	6x6	6x6	6x6	6x6

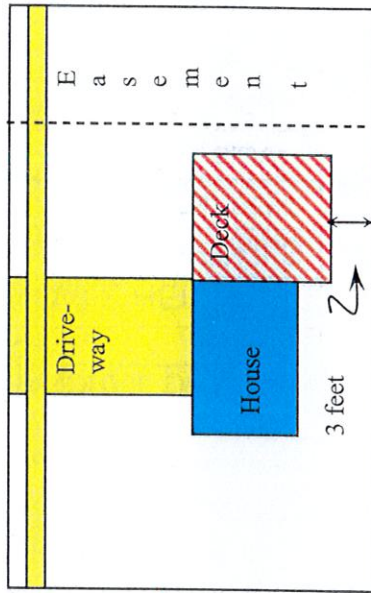
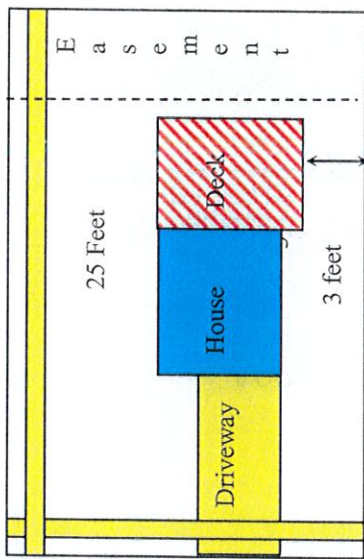
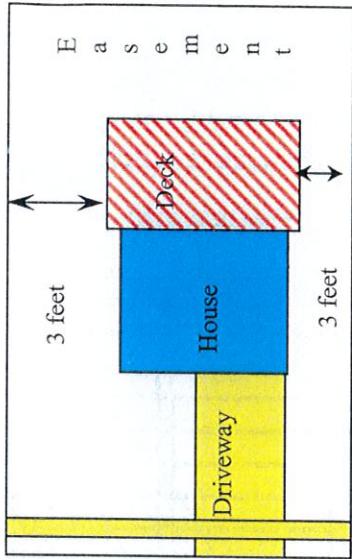
## Minimum Beam Sizes

Spacing between post	Minimum Beam Sizes									
	House to Beam or Beam to Beam									
	4'	5'	6'	7'	8'	9'	10'			
6'	4x6	4x6	4x6	4x8	4x8	4x8	4x10			
7'	4x8	4x8	4x8	4x8	4x8	4x10	4x10			
8'	4x8	4x8	4x8	4x8	4x10	4x10	4x12			
9'	4x8	4x8	4x10	4x10	4x10	4x12	*			
10'	4x8	4x10	4x10	4x12	4x12	*	*			
11'	4x10	4x10	4x12	4x12	*	*	*			
12'	4x10	4x12	4x12	4x12	*	*	*			

## Maximum Allowable Spans for Deck Joist

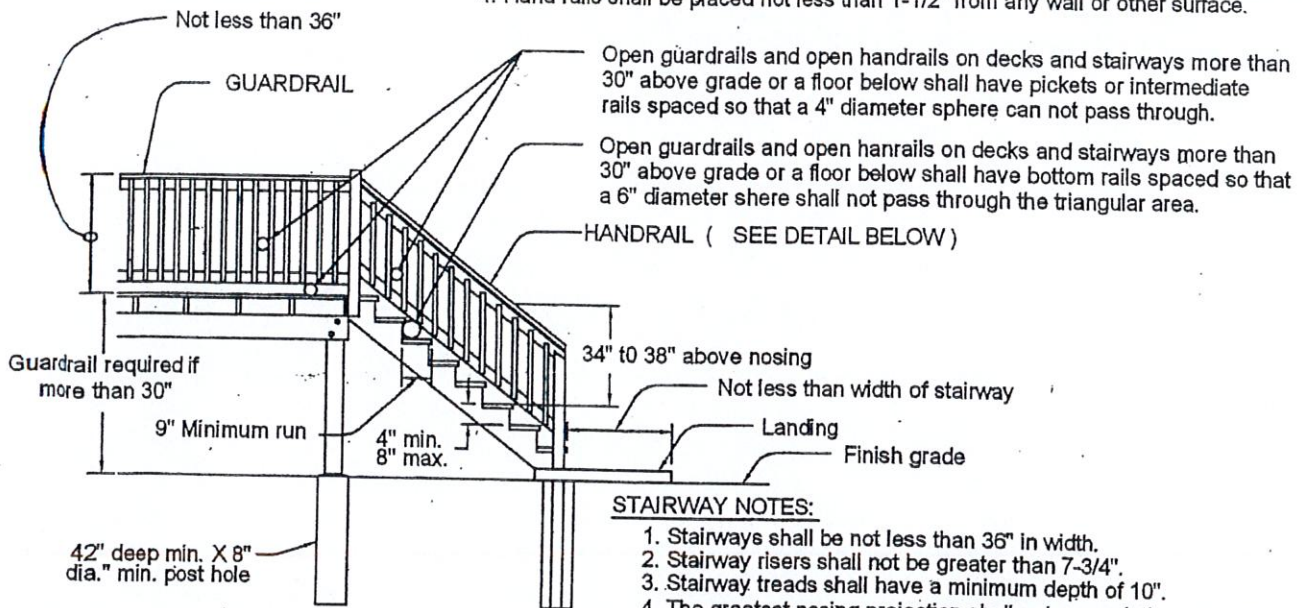
Maximum Allowable Spans for Deck Joist			
Joist Size	12"OC	16" OC	24" OC
2x6	10'-9"	9'-9"	8'-6"
2x8	14'-2"	12'-10"	11'-0"
2x10	18'-0"	16'-1"	13'-5"
2x12	21'-9"	19'-0"	15'-4"

The following diagrams show the permitted location of residential decks. Please allow proper clearance of overhead utility lines:



#### HANDRAIL NOTES:

1. Handrail shall be continuous on at least one side of stairs with two or more risers.
2. Handrails shall be placed not less than 34" or more than 38" above stair nosing.
3. The handgrip portion of handrails shall not be less than 1-1/4" nor more than 2-5/8" in dimension.
4. Hand rails shall be placed not less than 1-1/2" from any wall or other surface.

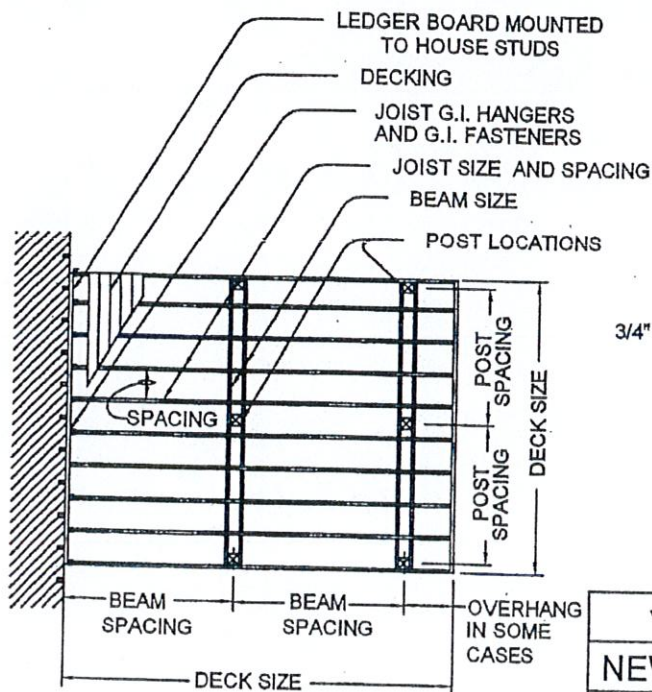


#### STAIRWAY NOTES:

1. Stairways shall be not less than 36" in width.
2. Stairway risers shall not be greater than 7-3/4".
3. Stairway treads shall have a minimum depth of 10".
4. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch.

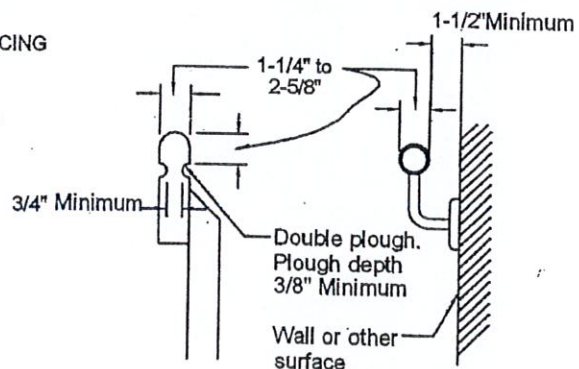
### STAIRS, GUARDRAIL AND HANDRAIL DETAILS

DO NOT SCALE



SAMPLE TOP VIEW  
DO NOT SCALE

#### NOT ACCEPTABLE HANDRAIL



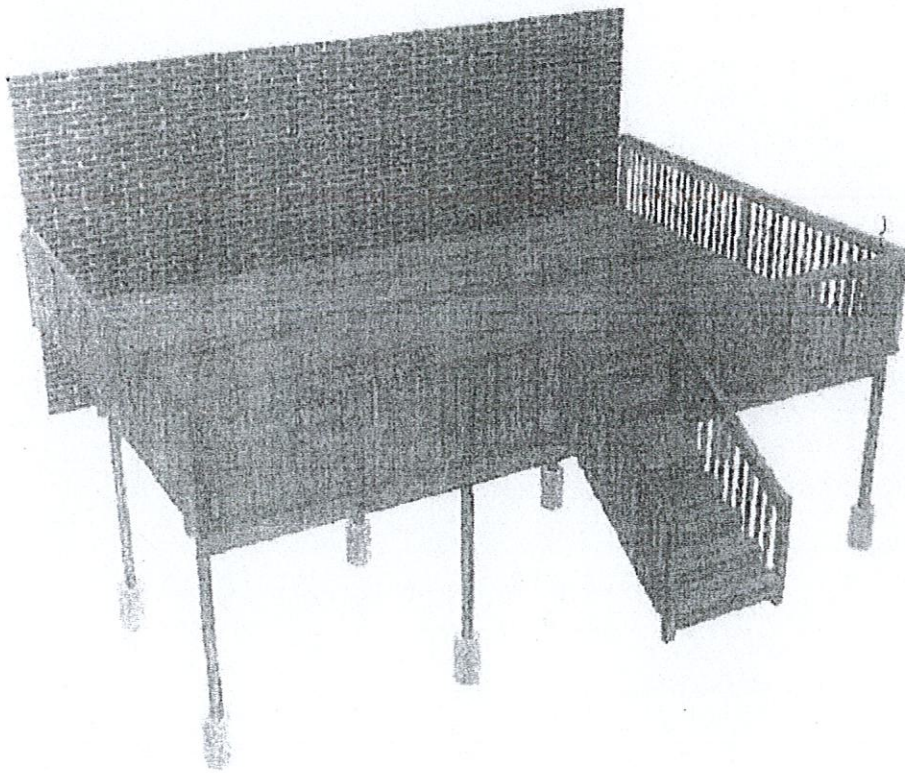
#### ACCEPTABLE HANDRAIL DETAIL DO NOT SCALE

VILLAGE OF GLENDALE HEIGHTS	
NEW DECK CONSTRUCTION DETAILS	
PREPARED BY: COMMUNITY DEVELOPMENT DEPT.	
DATE: FEBRUARY 2, 2004	DRAWN: A. G. DILAN
CHECKED: D.E. & J.T.	APPROVED: J. M. OLSEN



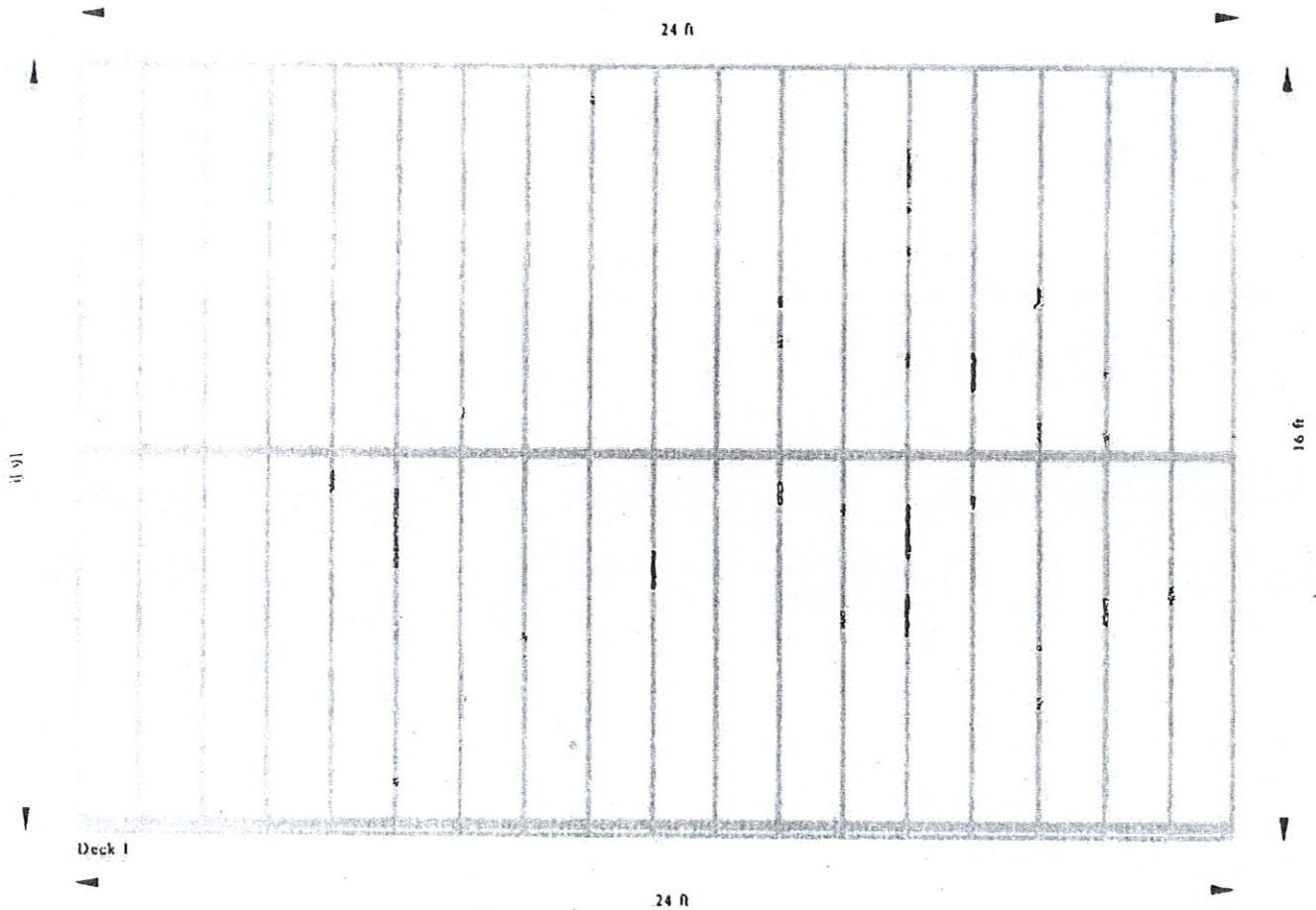
## EXAMPLE: DECK

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# EXAMPLE: DECK

Dimension View





# EXAMPLE: DECK

Post View

5 ft 8 ft

5 ft 8 ft

2 in 3 in

BasePoint

2 in 2 in

8 ft 1 in

8 ft 1 in

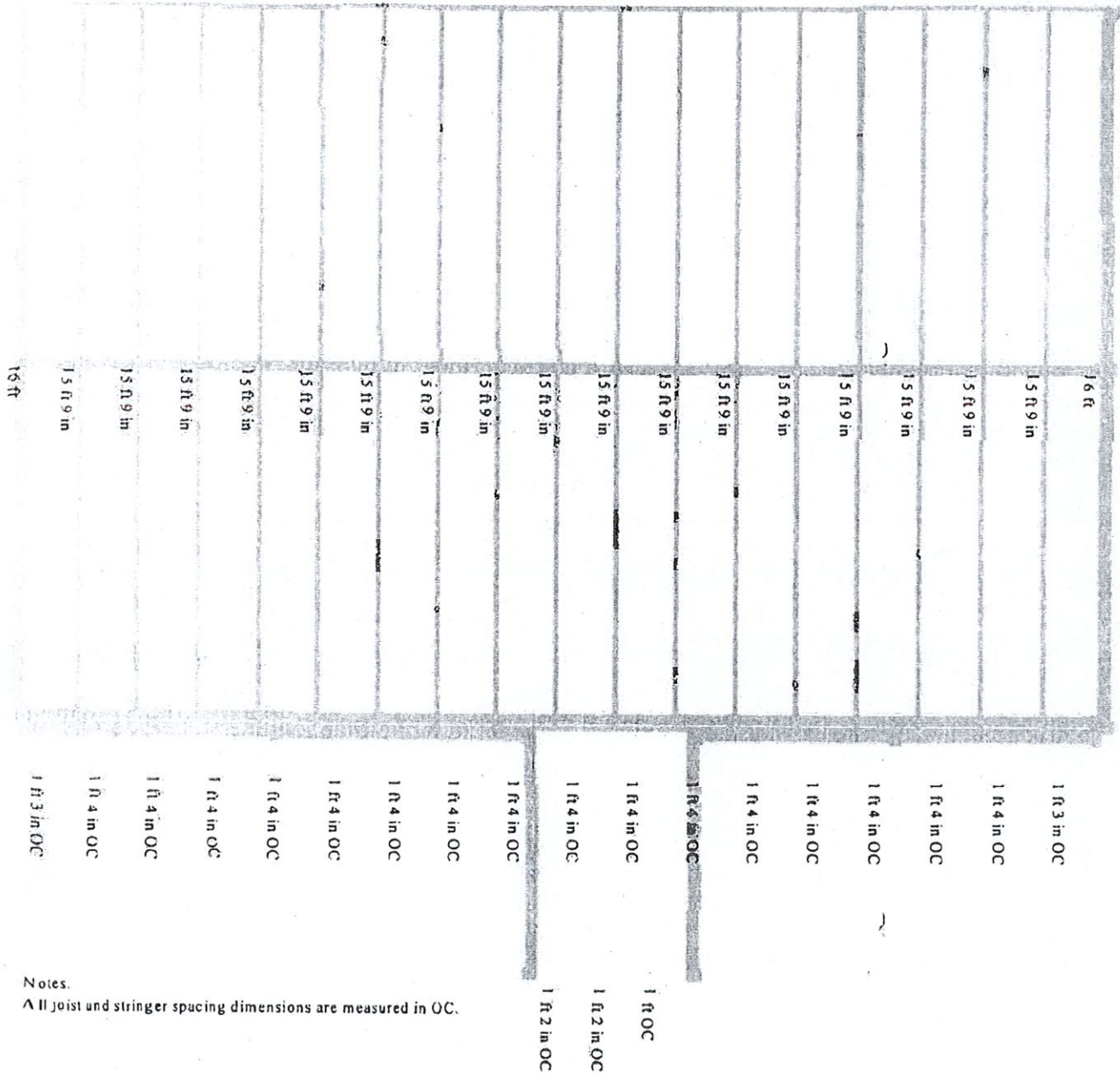
15 ft 11 in 15 ft 11 in

23 ft 10 in 23 ft 10 in

3 in 3 in

# EXAMPLE: DECK

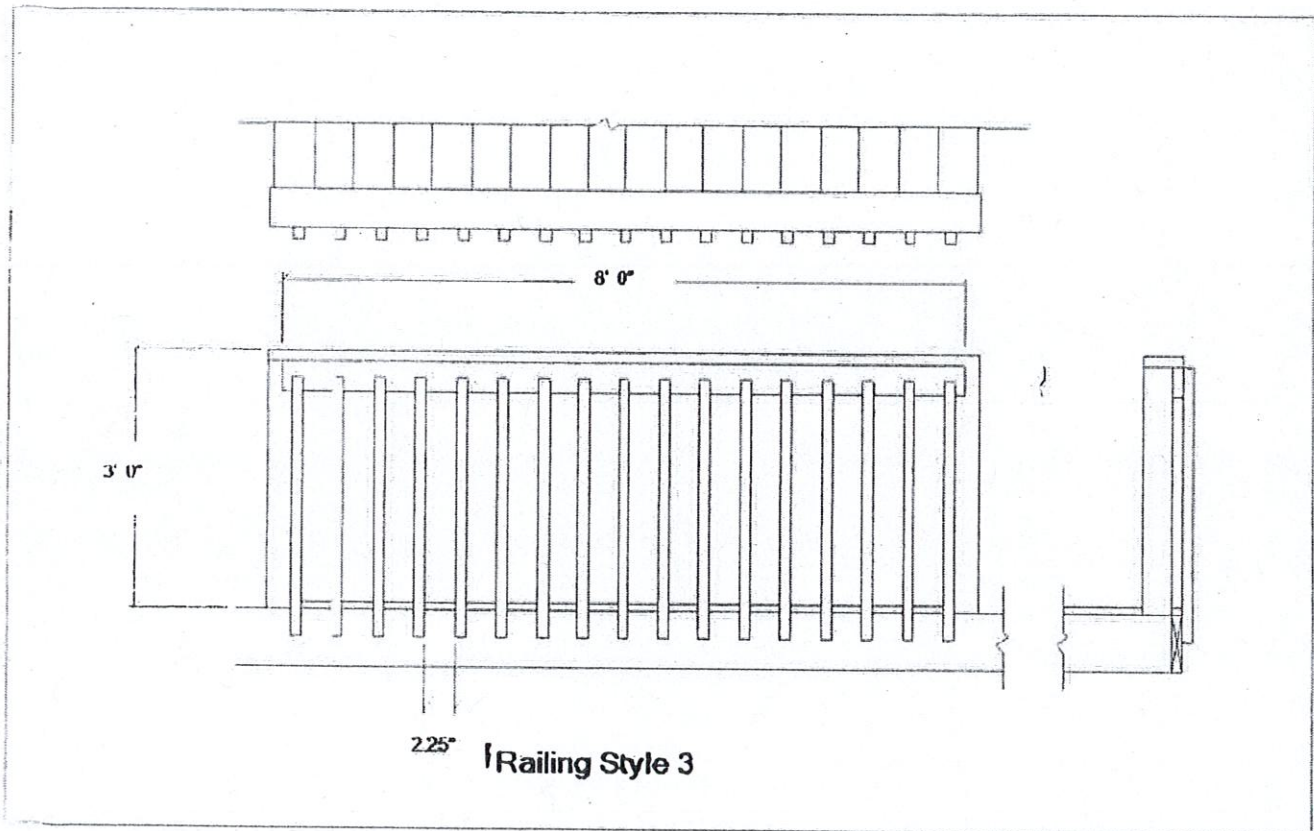
Joist Layout View





## EXAMPLE: DECK

### Railing Details View



# EXAMPLE: DECK

## Deck Information

### Deck

1

Construction Method - Beam on Top of Post  
Footing Type - In-Ground  
Live Load - 60  
Dead Load - 10  
Decking Spacing - 1/8 in  
Joist Spacing - 16 in  
Beam Spacing - 96 in  
Post Spacing - 94 5/32 in  
Decking - L5/4x6 Treated Southern Pine No. 2  
Beams - L2x10 Treated Southern Pine No. 2  
Joists - L2x6 Treated Southern Pine No. 2  
Posts - L4x4 Treated Southern Pine No. 2  
Deck Height - 48 in  
Diagonal Bracing - Yes  
Joist Overhang - 0 in  
Beam Overhang - 0 in  
Decking Deflection Factor - 360  
Joist Deflection Factor - 360  
Beam Deflection Factor - 360  
Pref Decking Size - 5/4x6  
Pref Joist Size - NONE  
Pref Beam Size - NONE  
Pref Post Size - NONE  
Diag Brace Height 1 - 24 in  
Diag Brace Height 2 - 24 in

### Railing

4

Railing Height - 36 in  
Baluster Spacing - 3 3/4 in

### Railing

2

Railing Height - 36 in  
Baluster Spacing - 3 3/4 in

### Railing

3

Railing Height - 36 in  
Baluster Spacing - 3 3/4 in

### Railing

1

Railing Height - 36 in  
Baluster Spacing - 3 3/4 in



## EXAMPLE: DECK

Railing 8

Railing Height - 36 in

Baluster Spacing - 3 3/4 in

Railing 7

Railing Height - 36 in

Baluster Spacing - 3 3/4 in

Stair 1

Step Width - 42 in

Step Height - 4 1/16 in

Step Rise - 6 27/32 in

Step Run - 11 in

Stringers - L2x12 Treated Southern Pine No. 2

Risers - L2x4 Treated Southern Pine No. 2

Treads - L5/4x6 Treated Southern Pine No. 2