

# Deck/Covered Porch/Pergola/Gazebo Permit Application

Village of Shorewood Building Department  
 One Town Center Boulevard, Shorewood, IL 60404  
 Phone (815) 553-2310 • Fax (815) 744-6766  
 Email: Permits@vil.shorewood.il.us



## SUBMISSION CHECKLIST: Complete this application and attach the following:

- 1) Plat of Survey – Draw structure on plat and indicate exact dimensions and setbacks from all property lines, structures, easements, flood zones/B lots and all utility lines.
  - 2) Copy of contract/proposal with the contractor.
  - 3) Deck/Porch/Pergola/Gazebo Specifications – Attach detailed drawings indicating the following applicable items: post hole size & depth, post to beam connections, joist to beam connections, joist spans, beam spans, attachment to the home including flashing, bracing, location of any electrical lines or gas meters, location of any basement windows, and size and location of stairs, handrails, guardrails, and benches. (Include a deck framing plan indicating the placement & size of all framing members including posts, beams, floor joists, etc.)
  - 4) Homeowner’s Association written approval (if required). Permits will not be released without association approval.
- **Review Time: Please allow a minimum of seven (7) business days** for processing and note that incomplete submissions will extend the review time. Applications are processed in the order in which they are received and will be reviewed for building and zoning code compliance. Accessory structure regulations are on our website [www.vil.shorewood.il.us](http://www.vil.shorewood.il.us) under Title 10, Chapter 3, Section 11.
  - **Permit Fees: Up to 400 square feet \$75, with .25 cents per each additional square foot.** When the review is approved, the applicant will be notified, and permit fees can be paid at permit pick up with cash, check made payable to the Village of Shorewood, or credit (service fee applies).

### APPLICANT & OWNER INFORMATION

APPLICANT (Contact) Name:	APPLICANT Phone:
PROPERTY OWNER Name:	PROPERTY OWNER Phone:
ADDRESS where work is to be done:	

### CONTRACTORS \*\*\*Please note all contractors must be licensed with Shorewood PRIOR to permit release\*\*\*\*

General Contractor:	Phone:
Electrical Contractor:	Phone:

**THE FOLLOWING MUST BE COMPLETED FOR REVIEW OF APPLICATION:**

1. Is this a corner lot?  Yes  No

**If yes**, please note that the structure cannot exceed the Building Setback Line.

2. Is any portion proposed to be on/near:  Flood Zone/B Lot  Gas Pipeline  Septic Field

**If yes**, your application will require engineering approval and will be forwarded to the Resident Engineer for flood zones/B lots, a copy of an authorization letter from the pipeline authority will be required for gas pipeline locations and a copy of the Will County Health Department approval will be required for locations on/near a septic field.

3. Is any portion of the proposed in any easements?  Yes  No

**If yes**, attach a copy of an authorization letter from **each** utility company within the easement.

4. Is there any areas that will be regraded or supported with retaining walls (>24")?  Yes  No

**If yes**, attach plans, signed and sealed by an Illinois registered Professional Engineer.

5. Is this for a:  Deck  Covered (open) Porch  Pergola  Gazebo

6. Will the structure be:  Freestanding  Attached to the house  Attached to a pool

7. Size of structure: \_\_\_\_\_ ft x \_\_\_\_\_ ft Height above ground \_\_\_\_\_ ft \_\_\_\_\_ in

**NOTE:** A guardrail is needed if the structure exceeds 30" in height from grade/surface.  
(IRC 2012, R312.1.1)

8. Fill out the portions that pertain to the project:

Post hole diameter \_\_\_\_\_ Post hole depth \_\_\_\_\_ Post spacing \_\_\_\_\_

Column supports \_\_\_\_\_ x \_\_\_\_\_ Support beams \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Floor joists \_\_\_\_\_ x \_\_\_\_\_

Stair tread length \_\_\_\_\_ Tread depth \_\_\_\_\_ Riser height \_\_\_\_\_

Guardrail height \_\_\_\_\_ Spacing of rails \_\_\_\_\_ Handrail spacing \_\_\_\_\_

**NOTE:** Beams/girders must bear on posts and cannot be side attached. Joists must bear 1.5 inches minimum on beams/girders or be connected using joist hangers.

9. What material(s) will be used? \_\_\_\_\_

10. If attached to the home, how will it be secured? \_\_\_\_\_

What type of flashing will be used over the ledger board? \_\_\_\_\_

**NOTE:** Structures cannot be attached to brick or cantilevered portions of the home.

11. If required, what type of bracing will be used? \_\_\_\_\_

12. Will electrical be added?  Yes  No (All conductors must be copper. No Romex.)

If yes, what material will be used? \_\_\_\_\_

**NOTE:** GFCI outlets should be located anywhere on the exterior of the home.

13. Total Cost: \_\_\_\_\_ (ATTACH COPY OF SALES ORDER)

**CERTIFICATION:**

I agree to conform to all applicable codes, inspection requirements, laws and ordinances of this jurisdiction. I understand applicable inspections will be required before pouring any concrete, before filling post holes, when framing work is complete, when rough electrical is done, and when the work is complete.

**Signature of Applicant:**

**Print Name:**

**Date:**

\_\_\_\_\_  
Authorized Agent hereby certifies that the proposed work is authorized by the owner of record and he/she has been authorized by the owner to make this application as his/her authorized agent. Attach copy of signed contract.

## Deck, Covered Porch, Pergola and Gazebo Guidelines

Building codes establish the minimum health and safety requirements for decks, open porches, pergolas and gazebos. The applicable code requirements for these installations are summarized in the guidelines below and must be indicated completely and accurately on the plans submitted for permit and included in the work. The list below only represents the most typical requirements and is not all inclusive of all potential requirements. The nature and extent of work may require additional compliance in plans not listed for permit plan approval. Please refer to the full text of the code sections (in parentheses) to insure that the proposed design is complete and accurate. *You can assist the Building Division and prevent delays in issuing your permit by submitting sufficient and correct information for each applicable item.*

**FOR ADDITIONAL BUILDING CONSTRUCTION ASSISTANCE, please reference the *Prescriptive Residential Wood Deck Construction Guide on the Building Division Forms & Applications web page.***

- Deck/Porch/Pergola/Gazebo Permit:** Required **PRIOR** to beginning construction or installation to ensure the location, size and materials used will be according to the health and safety requirements set forth in the building and Village codes. It is encouraged to thoroughly review all requirements, and ask any questions, before making any purchases.
- Plat of Survey:** Required showing the location, size of the deck/porch/pergola/gazebo and the distance from all property lines/primary structure/flood plains/pipeline easements/septic fields/B lots/electric meters/gas meters.
- Deck/Porch/Pergola/Gazebo Plans:** Attach detailed drawings indicating the following applicable items: post hole size & depth, post to beam connections, joist to beam connections, joist spans, beam spans, attachment to the home including flashing, bracing, location of any electrical lines or gas meters, location of any basement windows, and size and location of stairs, handrails, guardrails, and benches. (Include a deck framing plan indicating the placement & size of all framing members including posts, beams, floor joists, etc.)
- Homeowner's Association Approval:** Approval is required in writing indicating the proposed installation is permissible. Permits will not be released without it.
- Set Back Requirements:** Decks may extend five (5) feet into the required front yard, corner side yard or interior side yard and ten (10) feet into the required rear yard. Roofed over decks must comply with all yard and setback requirements of that particular zoning district in which they are located.
- If installing on a CORNER LOT, decks/porches/pergolas/gazebos cannot exceed the Building Setback Line (B.S.L.) as indicated on the plat of survey.**
- Lot Coverage:** Percentage Of Required Yard Occupied: Detached accessory buildings or structures shall not occupy more than twenty five percent (25%) of the area of a required rear yard. (Village Code, 10-3-11-E)
- Easements:** Decks/porches/pergolas/gazebos shall **NOT** be located within any easement, including gas pipeline easements or designated flood routes/B lots.
- Design Load:** Decks shall be designed to support a minimum 40# psf live load. Decks which support hot tubs, spas, etc. must be designed to support the weight load per manufacturers specifications.

<b>Post Holes:</b>	Post holes should be a minimum of 8 inches in diameter, 42 inches below grade and filled with concrete 2 inches above grade. If posts are not treated against corrosion prior to installation in concrete, posts must be attached to the top of the pier with a metal bracket designed for such method of installation.
<b>Wood Posts:</b>	Must be a pressure treated or decay resistant wood.
<b>Beam/Girder Connections:</b>	Beams/girders must be top mounted to posts and <u>cannot be side attached</u> .
<b>Joist Connections:</b>	<u>Joists cannot be side attached</u> . Joists must bear 1.5 inches minimum on beams/girders or be connected using joist hangers.
<b>Ledger Boards:</b>	Structures cannot be attached to brick or cantilevered portions of the home. See illustration below for assistance.
<b>Connecting Hardware, Nails, Fasteners:</b>	All connecting hardware such as joist hangers, hinges, post anchors, etc. must be corrosion resistant. Nails and fasteners must be hot dipped galvanized, stainless steel or other material designed to resist corrosion.
<b>Stairs:</b>	Must be a minimum 3 feet wide, have a minimum 10 inch tread depth and have a maximum 7 ¾ inch riser height. <u>Stairs with 4 or more risers require handrails.</u> (IRC 2012, R311 & R312)
<b>Guardrails:</b>	Guardrails are required where structures or surfaces are located more than 30 inches above floor or grade. Guards must be a minimum 3 feet high, and spindles shall be placed so a sphere 4 inches in diameter will not pass through. (IRC 2012, R312)
<b>Handrails:</b>	Handrails on stairways are required if there are 4 or more risers (steps). (IRC 2012, R311.7.8) Handrail height shall not be less than 34 inches and not more than 38 inches. Spindles shall be spaced a maximum of 4 3/8 inch.
<b>Electrical:</b>	Rigid metal, non-corrosive/galvanized conduit or PVC is acceptable. 18 inches deep for PVC, or 6 inches for rigid metallic conduit. Schedule 80 is preferred/recommended, but schedule 40 is allowed if it is rated for underground. All conductors must be copper. Romex is NOT allowed. If electric is installed, please indicate so at the time of application. Grounding in conduit should include #12 AWG copper cable. (See below for additional information.) GFCI outlets should be located anywhere on the exterior of the home. GFCI receptacles shall be located a minimum of 6 feet from and not more than 20 feet from the inside wall of pools and outdoor spas and hot tubs.
<b>Inspections:</b>	Once approved and the permit is released, inspections will be required prior to filling post holes with concrete, after rough framing (without the deck surface applied if the project is for decking or gazebo), after rough electrical (if the project includes electrical), and in all cases a final inspection. (Inspections will vary based on individual projects. If work includes decking around a pool, proper safety barriers/gates/locking mechanisms must be in place and functional. If concrete slabs are being poured for any covered porches, an inspection is required prior to pouring.)