

Permit Submission Requirements



In addition to a completed application, all permit submissions are required to include the following information:

- The proposed location of the deck on one copy (1) of the Plat of Survey.
- One copy (1) of the framing plan for the deck which includes the following information:
 1. Complete dimensions of the deck.
 2. Joists, beam and post sizes, post hole diameter and depth, spacing and spans.
 3. Cross sections.
 4. Elevations.
 5. Lumber species and grade.

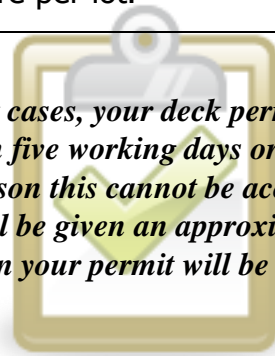
Other Requirements

- A deck must be designed to support a 40 lb. per square foot live load.
- If the deck is attached to the house, concrete piers will be required, and they shall be a minimum diameter of twice the post diameter and to a minimum depth of 42 inches below grade.
- A GFCI receptacle is required within the perimeter of the deck not more than 6 ½ feet (6 ½ ') above the deck surface.

Location

- Decks must meet the side yard setback requirements and be a minimum of six feet (6') from the rear property line.
- Decks are not permitted in or over any utility or drainage easements.
- No more than one accessory structure per lot.

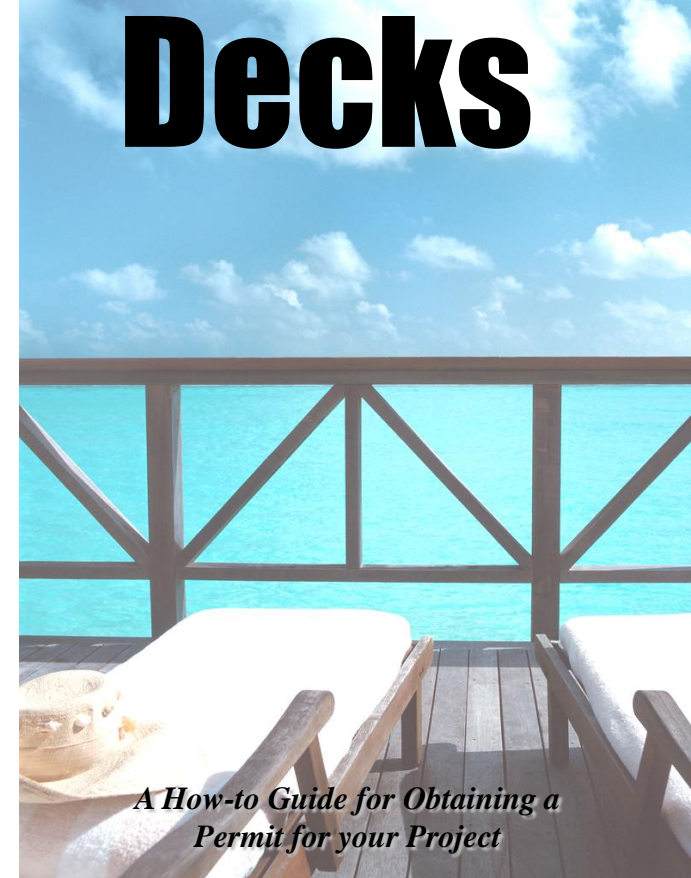
In most cases, your deck permit will be issued in five working days or less. If for some reason this cannot be accomplished, you will be given an approximate date when your permit will be issued.



Questions ?

*Please call the
Community Development
Department at
(847) 357-4220
Monday through Friday,
between the hours of
8:00 a.m. and 5:00 p.m.*

Decks



*A How-to Guide for Obtaining a
Permit for your Project*



Elk Grove Village
Home Improvement
Series

Why?



- The permit process is needed to protect both you and the Village from improper work done by contractors.
- Permits can save you money by making certain that all jobs are done correctly the first time so that they do not have to be redone to meet Village codes.
- The Village is on your side. We want to ensure that you will enjoy your deck for many years to come. The permit you receive for this project will allow us to do just that.

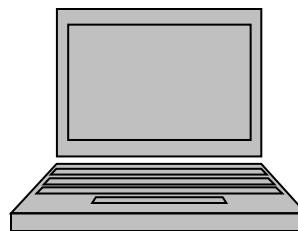
How?

In Person

1. Obtain a permit application from the Community Development Department which is located on the main level of the Charles J. Zettek Municipal Building at 901 Wellington Avenue.
2. Return the completed application with one copy (1) of your plat of survey showing the proposed location of the deck to the Community Development Department. Please refer to submission requirements for additional information.
3. After you receive your permit and at least 48 hours before you begin digging, call JULIE (Joint Utility Locating Information for Excavators) at 1-(800) 892-0123 and the Elk Grove Village Department of Public Works at (847) 734-8800 for utility locations.

Online

1. Visit www.elkgrovepermits.com
2. Fill out the online permit request form.
3. Make sure to set up the required inspections either by phone or online.



Inspections



Inspections required at various stages of the project are:

Post Hole

This inspection is conducted to ensure the proper post hole depth and location of your deck.

Framing

Prior to covering the framing of your deck. This inspection is to ensure that the deck is constructed in accordance with the approved plans.

Final

Upon completion of the deck, to ensure that construction has been completed and that all landscaping has been restored.



Requesting Inspections

To schedule an inspection, contact the Community Development Department at (847) 357-4220, Monday through Friday between the hours of 8:00am and 5:00pm. Requests for inspections must be made 24 hours in advance. Please have your permit number ready when you call.

You can also set up an inspection online at www.elkgrovepermits.com