

# Residential Deck Permit Application Checklist

## General Items

*Submittal of Applications:* Permits should be submitted to City Hall at 17 Highwood Avenue, Highwood, IL 60040. Business hours are M-F 8:30 AM-4:30 PM. Emailed and faxed applications are not accepted.

*Hours of Construction:*

M-F 7:00 AM – 7:00 PM

Sat & Legal Holidays 9:00 AM – 7:00 PM

Sun 10:00 AM – 7:00 PM

*Stop Work Orders:* No work shall be performed prior to the issuance and payment of the permit. Work that is commenced prior to the issuance of the permit is subject to a Stop Work Order and \$500.00 citation.

*General Deck Provisions*

- W Deck construction, repairs, and alterations require building plans to be submitted. Plans must be drawn to scale, include a floor plan and a section plan.
- Front, rear and side-yard setbacks shall be in compliance with the corresponding zoning regulations found within the City Code [www.cityofhighwood.org/citycode](http://www.cityofhighwood.org/citycode)
- Post holes should be a minimum of 42" below grade
- Deck structures shall comply with the maximum 33.3% lot coverage provision

## Residential Permits (IRC)

### By Owner

- Completed Building Permit Application
- Current plat of survey showing the proposed deck, drawn to scale
- Submit three copies of drawings/plans indicating construction details – plans must be drawn to scale, include a floor plan and a section plan
- Description of the Work including height, style, material, location
- Estimated cost of the project
- Requires plan review and inspections
- Call JULIE before digging 800-892-0123

### By Contractor

- Completed Building Permit Application
- Copy of contract or signed quote including;
  - Owner's signature
  - Estimated cost of the project
- Current plat of survey showing the proposed deck, drawn to scale
- Submit three copies of drawings/plans indicating construction details – plans must be drawn to scale, include a floor plan and a section plan
- Description of the Work including height, style, material, location
- Requires plan review and inspections

Permit Fee; \$165.00    Re-inspection Fee; \$55.00

\*Residential properties within the business district also require Appearance Review Committee approval

## City of Highwood Building Codes

- 2006 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
- 2006 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
- 2006 International Mechanical Code (IMC), as amended
- 2005 National Fire Protection Association National Electrical Code (Electrical Code), as amended
- 2012 International Energy Code (IECC), as amended
- 2014 Illinois State Plumbing Code, as amended
- 2006 International Fire Code (IFC), as amended
- 2006 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at

[www.cityofhighwood.org/citycode](http://www.cityofhighwood.org/citycode)