VILLAGE OF BURR RIDGE

BUILDING PERMIT APPLICATION CHECKLIST

DECK

At a minimum, the following must be submitted with the permit application for a REVIEW to be completed:

- **Owner Authorization Form:** Any authorized representative of the property owner may be the applicant. However, the property owner must provide written consent for another party (e.g. the contractor) to act as the permit applicant.
- **Plat of Survey or Site Plan:** A marked Plat of Survey or an engineering site plan which indicates the location of the proposed deck, the distance from all property lines, and the deck dimensions.
    - Burr Ridge Zoning Ordinance Regulations for Deck Location:
        - Decks are restricted to the side or rear of the house, must be a minimum of 10 ft. from a rear property line, and must comply with the required side yard setback which varies by zoning district.
        - On corner lots, decks may not be located on the side of a house facing a street and when constructed behind the house, a deck must comply with the required corner side yard setback which varies by zoning district.
        - The combined horizontal area of all accessory buildings and structures may not exceed 30% of the area to the rear of the house.
- **Construction Drawings:** Plans prepared in conformance with all Village adopted codes.
    - Burr Ridge Building Code Requirements:
        - Piers for open decks must be a minimum of 10” diameter. Piers shall extend 3'6" below grade minimum. Piers shall terminate 6" above grade minimum. Piers for roofed over decks and totally enclosed decks (roof and walls) require that the plans be prepared, signed and sealed by a registered Illinois Architect or Structural Engineer.
        - Joist size, spacing, direction, species and grade shall be indicated on the plans. Joist hangers are required at all ledger boards and flush girders/beams.
        - Decks shall be designed to support a 40 pound per square foot uniformly distributed live load and the material dead load. Decks subject to additional loading from spas or hot tubs shall be specially designed to safely support all additional live and dead loads.
        - All beam/girder sizes and method of attachment to house and all column locations, sizes and method of attachment to piers shall be indicated on the plans.
        - A 36" high guardrail is required on all decks 30" or more above grade. Balusters or intermediate rails shall not permit a 4" sphere to pass through the spaces. Balusters and intermediate rails shall not be arranged to create a ladder effect. Open sides of stairs with a total rise of more than 30" above the floor or grade below shall have guardrails not less than 34" in height measured vertically from the nosing of the tread.
        - Stairways shall be 36" clear in width measured above the permitted handrail height. The maximum riser height shall not exceed 7 3/4" and the tread depth shall be 10" minimum. The riser height shall be measured vertically between leading edges of the adjacent treads. The tread depth shall be measured horizontally (nosing to nosing) of the foremost projection of adjacent treads and at a right angle to the treads leading edge.
        - Handrails shall have either a circular cross section with a diameter of 1-1/4" to 2", or a noncircular cross section with a perimeter dimension of at least 4" but no more than 6 1/4" and a largest cross-section dimension not exceeding 2 1/4".

        - All lumber shall be pressure treated with a decay resistant preservative in compliance with AWPA or shall be naturally decay resistant heartwood of redwood, cedar or other commercially available decay resistant material.
        - Basement windows and electrical services shall not be completely covered or enclosed by the proposed deck construction.
    - If there is electrical, plumbing, or mechanical work, if the deck includes an outdoor kitchen, pool or spa, or if significant grading work is involved, additional plans and permit requirements will be applicable.
- **HOA Approval:** Approval by the Subdivision Homeowner's Association or the Association's Architectural Review Committee, where applicable. The Village does not enforce nor retain copies of private covenants or restrictions. Please contact your HOA and receive approval prior to permit submission to the Village.
- **Contractor License Application:** All contractors performing permitted work in the Village must be licensed.

The following must be submitted prior to permit ISSUANCE but can be submitted at the time of initial application:

- **Fee:** $125; note, additional fees may apply depending on the scope of work