



VILLAGE OF LINCOLNWOOD

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Wood Deck Handout

Or other similar accessory structures

Deck permits are required whenever you install a new deck or replace an existing deck. Other accessory structures such as gazebos, pergolas, wood landings or shed floors also require a permit. (See specific handouts for each.)

An application must be submitted through our online portal at lincolnwood.onlana.com (you can also access the portal by scanning QR code above). The application will need to include the following information:

The online permit application must include the following information:

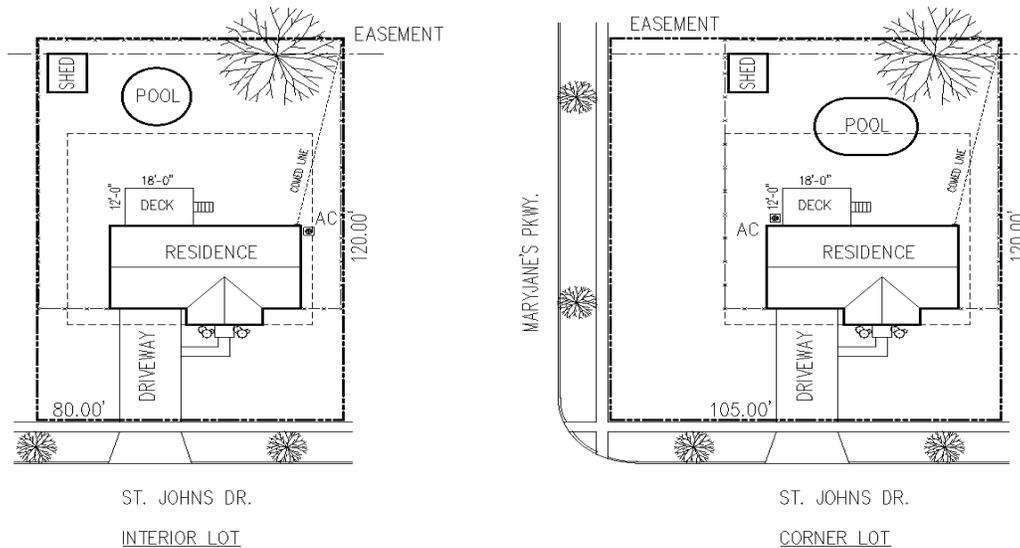
- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Valuation for the wood deck with a detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)
- Square foot area of the deck

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the proposed deck with dimensions, square feet area of the deck, and indicate the distance from the deck to the property lines (not to be closer than five (5) feet to any property line nor be located on any easement).

Also show all other existing accessory structures, with dimensions, located in the rear yard. If the deck is less than four (4) feet above grade, a separate framing inspection is required.

Indicate on the plat of survey the location of the main Commonwealth Edison supply line (indicate above or below ground) to the house and the location of the electric meter.

All accessory structures shall not cover more than thirty (30) percent of the rear yard area. This would include, but not be limited to, pools, decks, gazebos, sheds or detached garages, etc. All impervious area shall not cover more than sixty (60) percent of the entire property you will be required to submit a completed [Hard Surface Calculation Worksheet](#) with the application..



As a part of the application, you will be required to upload one (1) scanned pdf copy of the construction drawings (1/4 inch = 1 foot) that include the following information: A great guide to help out in designing a wood deck is called the [DCA6 Prescriptive Residential Wood Deck Construction Guide](#) which can be found on the internet for free.

- A floor plan and a complete cross section of the deck with all dimensions indicated, including height above ground. Include all required notes on this plan and section.
- Location, depth, and size of piers (minimum depth of forty-two (42) inches below existing approved grade). See the attached sheet on how to properly size concrete piers.
- Type of material, size and spacing of posts, joists and beams. (Diagonal bracing is required on decks located forty-eight (48) inches above grade or greater.)
- Provide detail(s) for the connections/fastenings. This includes the guard rail attachment, post base, post cap and beam to post connections and deck to house lateral load connection. Samples of these details can be found in the DCA6 Guide noted above.
- Ledger size (if applicable) and bolt type, size and spacing or the approved brick veneer BVLZ detail shown below. (Ledgers may not be attached over siding, must be flashed and cannot be attached with nails.)
- Detailed elevation of the stairs, handrails, guardrails and balusters; include all dimensions. See handout ([Stairs and Landings](#)) for more details. Guard rail 4x4 posts shall not be notched at the connection to the beam or rim band nor spaced more than six (6) feet apart.
- A 3'x3' accessible maintenance area is required around electric meter trough or a gas meter or AC unit. Note location on the plans (i.e., a removable panel, opening with guardrail, etc.).
- All vegetation shall be removed from beneath the deck and the ground covered with a minimum of a four (4) mil polyethylene and gravel. Landscape fabric is also acceptable.
- Decks cannot cover electric meters, gas meters, or dryer vents. (Show locations)
- See handout ([Gas Grills](#)) for details if a permanent gas grill is to be installed.
- If a deck is less than four (4) feet above grade a separate framing inspection is required.
- If using materials or components that are not standard or provided for in the [2021 IRC](#), provide specification and installation sheets and/or ICC ES-reports for these.

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:

Monday through Friday: 7:00 am to 6:00 pm

Saturday: 7:00 am to Noon

Sunday: Construction prohibited

For all concrete pier installations, call J.U.L.I.E at 811 or 1-800-892-0123 forty-eight (48) hours before you dig per Illinois State law. This is to verify the location of underground utilities in the area. The service is provided to you at no charge.

