



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)



## Patio, Sidewalk or Landing Handout & Form

A permit is required to install, replace or repair an exterior patio, sidewalk, landing or step/stair. If applying for a patio or side/front walk permit, first determine if an exterior landing, step or stair is required as part of that permit project. A Patio or sidewalk are **not** allowed to be poured or installed as part of a driveway permit and are required to be submitted separately. This permit type also covers garage floors, stoops/steps, retaining walls or any other flat work not included found in the [driveway and apron handout](#).

An application must be submitted through our online portal at [lincolnwood.onlama.com](http://lincolnwood.onlama.com) (you can also access the portal by scanning QR code above). You will need to apply an “Flatwork” permit and will need to include the following information. This document can be submitted as an optional/additional document if the fillable sections below are used.

The online permit application will require 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.
- Type(s) of flatwork material that is being installed.
- 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](#)
- If the Homeowner is doing the work themselves, we will also require a [Homeowner as Contractor](#) affidavit along with the proper insurance documentation listed on that form. You will also need to provide documentation showing the cost of all materials that are planned for the job.

As a part of the application, you will be required to upload a copy of the plat of survey (**not** a Google Earth image nor a site plan) noting the location and dimensions for all existing as well as proposed flatwork. Also, include the size, area and dimensions for all existing sidewalks, front walks, driveways, stoops or landings or patios in the front, rear and side yards. Use the [Hard Surface Calculation Worksheet](#) for maximum “hard surface” coverage. This worksheet should be submitted as an optional document if it is not automatically required by the system. Patios are required to be a minimum of four (4) feet from the rear and side property lines.

**Engineering Note:** If the new area of impervious surface exceeds 500 sq. ft., refer to the handout “[Flatwork Permit and Stormwater Management](#)” for more information. One of the following two standards needs to be met:

1. Stormwater from a new impervious area is redirected to an appropriate location that does not negatively impact neighboring properties or the Public R.O.W.
2. Stormwater from a new impervious area is captured at the volume equal to the first one (1) inch of rain over that area and dissipated via soil infiltration or dry weather discharge.

Questions regarding either of these standards can be directed to the Village Engineer at (847) 745-4855

### Landings, Stoops and Steps:

- A floor plan and a complete cross section of the landing or stair 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). If the existing support walls are to be reused, indicate on the plan as such.
- At no time shall an old concrete or brick paver landing be used as fill for the new landing.
- Riser height, tread depth and width of stairs; riser height cannot exceed seven and three quarters (7 <sup>3</sup>/<sub>4</sub>) inches, tread depth cannot be less than ten (10) inches with a one (1), measured from nosing to nosing and the width of stairs cannot be less than thirty-six (36) inches.

- Height, width and depth of landings - The landing at the exterior of an exterior doorway shall not be more than seven and three quarters (7 ¾) inches below the top of the threshold. The minimum landing size shall be thirty-six (36) inches by thirty-six (36) inches. There shall be a landing on each side of an exterior door.
- Brick pavers being installed over an existing step, landing and stairs shall be required to comply with this code.

**Required Handrails or Guardrails:**

- Guardrails are required when a drop of thirty (30) inches or more occurs from top of landing/step to grade below. Guardrails shall be required on porches, balconies, ramps and raised floor surfaces of not less than thirty-six (36) inches in height. Balusters shall be spaced such that a sphere with a diameter of four (4) inches cannot pass through any opening.
- Handrails shall be installed a minimum of thirty-four (34) inches to a maximum of thirty-eight (38) inches above the stairs, measured vertically from the nosing of the tread, and shall be located on at least one side of stairways of four (4) or more risers and shall be continuous the full length of the stairs.

**Fire pits, gas fire features (Walls, torches, tabletops etc.) and exterior fireplaces:**

- Wood burning exterior fireplaces or fire pits must be shown a minimum distance of twenty-five (25) feet away from any structure, including sheds, gazebos or neighboring homes.
- Fire pits shall not exceed three (3) feet in diameter nor two (2) feet in height.
- Exterior fireplaces shall be professionally designed and will include a floor plan, cross section and vertical section. All notes, dimensions and heights shall be supplied.
- Gas features shall be professionally designed and include length and size of gas pipe, burners, valves, shut-offs, connections etc.

For all flatwork installations, call J.U.L.I.E at either 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.

Work must begin within 180 days of permit issuance. Work must be completed within 1 year. The permit card must be posted in a visible location to the street and must remain posted until the final Village inspections are approved. Permit does not confer any approval or right to disregard any property covenant or a condominium/ homeowner’s association restrictions. Please call 847-673-7402 at least 24 hours prior to a requested inspection time. Please note that inspections are scheduled based on availability and not guaranteed within 24 hours. A failed inspection may require additional re-inspection fees

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

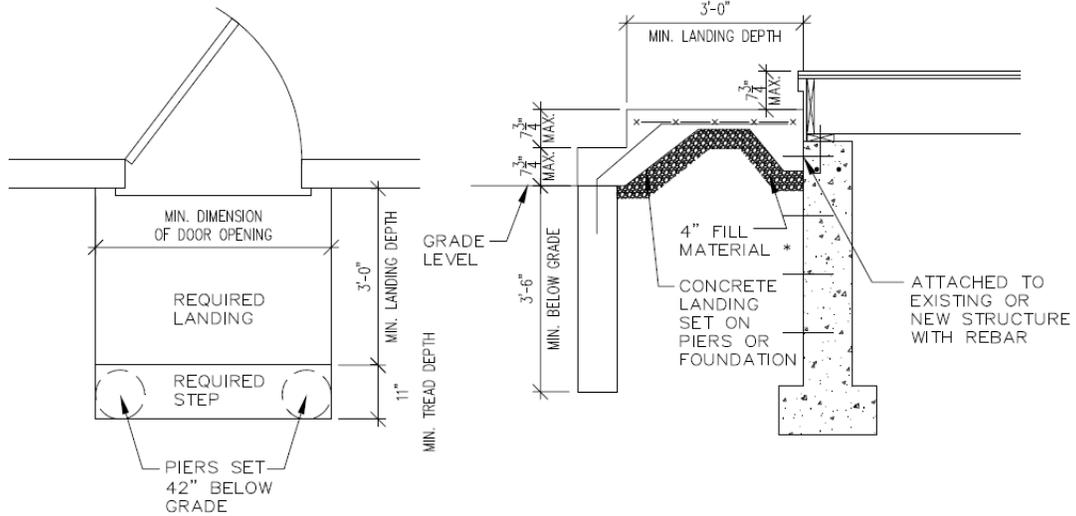
**CONSTRUCTION STANDARDS FOR PATIO or WALKS:**

- Concrete: Four (4) inches of compacted CA-6 Gravel and a min. of three and one half (3 1/2) inches of concrete.
- Brick: Four (4) inches of compacted CA-6 Gravel with a one (1) inch compacted sand setting bed and a minimum 2 3/8-inch-thick paver or as found in the manufacturer’s specifications and installation guidelines.

**CONSTRUCTION STANDARDS FOR GARAGE SLABS:**

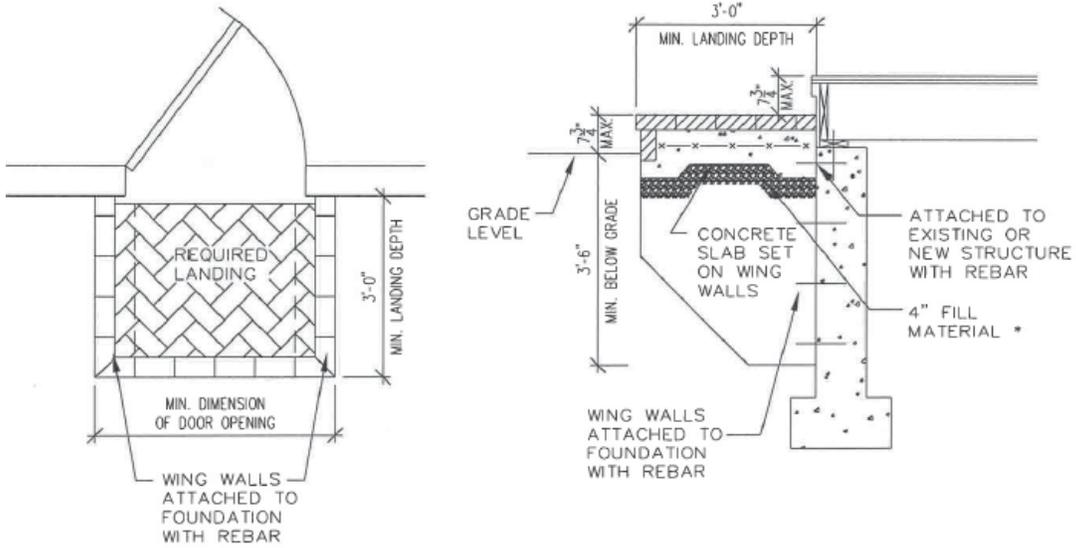
- Concrete: Five (5) inches of compacted CA-6 Gravel and five (5) inches of concrete.

## Provided Samples of Landings



PLAN

SECTION



PLAN

SECTION