



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Residential Deck

The Village of Burr Ridge Zoning and Building Ordinances regulate all residential decks in the Village. ***A permit is required for a deck in the Village of Burr Ridge.***

The following is a checklist of requirements for a deck permit application:

Permit Application; A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.

Required Plans: All deck permit applications must be accompanied by the following information:

- One copy of a Plat of Survey of the property;
- Four (4) copies of a site plan (or Survey) which show the proposed location of the deck, the distance from all property lines, and the deck dimensions.
- Four (4) copies of construction plans with information as detailed below.
- If there is electrical, plumbing or mechanical work or the deck includes an outdoor kitchen, pool or spa, additional permit requirements will be applicable.
- 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.

At the time of permit issuance, the applicant is responsible for the following:

- A permit fee of \$50 (additional fees due if electrical, mechanical or plumbing is included).
- If there are any deviations from the approved plans, the applicant must contact Village staff to review and approve changes before construction. Construction without a permit or not conforming to an approved permit is subject to a \$200 stop work order and a \$75 penalty fee.
- The following ***inspections*** are required. Inspections must be scheduled prior to 3 pm at least one day before the inspection is desired (call 630 654-8181).
 - ***Post Hole;*** after digging and before proceeding with the deck construction;
 - ***Rough Framing;*** after framing and before proceeding with decking;
 - ***Final;*** after completion of the deck. Applicant must complete the construction of the deck according to the approved plans and call for a final inspection within six (6) months of the date the permit is issued or the permit may be deemed null and void.

Permitted times for outside construction are: Monday through Friday: 7 AM to 7 PM; and Saturday and Sunday: 8 AM to 5 PM

A word of caution... there may be restrictive covenants pertaining to your property which may prohibit or regulate decks - even if you do not have an active homeowners association. Covenants may be enforced via civil action by a Homeowners Association or other residents in a subdivision. Covenants are in addition to zoning regulations (the more restrictive of the two apply). The Village does not enforce nor retain copies of covenants. Your property title should reference a document number for any covenants. That number can be used to obtain a copy of the covenants from the County Recorder.

Regulations for Residential Decks

Village of Burr Ridge Zoning and Building Ordinances

Zoning Regulations:

- Decks are restricted to the side or rear of the house, must be a minimum of 10' from a rear lot line and must comply with the required side yard setback (varies by Zoning District - 10 to 17').
- 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 (varies by Zoning District - 30 to 50').
- The combined horizontal area of all accessory buildings and structures shall not exceed 30 percent of the area to the rear of the principal building.
- **Building Code Regulations:** The Village of Burr Ridge follows the 2003 Edition of the International Residential Code for One and Two Family Dwellings. Construction of decks and plans for decks must comply with the following:
 - 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.



VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

Single-Family Residential

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- New Residence—\$1000 Deposit
 Addition —\$600 Deposit
 Alteration—\$200 Deposit
 Accessory Structure—No Deposit
 Accessory Building – With Electrical, Mechanical or Plumbing (EMP) - \$200 Deposit
 Accessory Building – No EMP – No Deposit
 Electrical, Plumbing or Mechanical Alteration or Service Upgrade -No Deposit
 Other – Deposit to be determined

Description:

\$ Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

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|----------------------|--------|
| Address of Property: | PIN #: |
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All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.

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| Permit Applicant: | |
| Applicant's Address: | Business Phone: |
| | Cell Phone: |
| | FAX: |
| | Email: |

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

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| General Contractor: Address: | Email: |
| | Phone: |
| Architect: Address: | Email: |
| | Phone: |
| Property Owner: Address: | Email: |
| | Phone: |

Please allow **14 business days for the first plan review and 10 for each subsequent review.** You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

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| Signature of Applicant | Date of Submittal |
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