

# DECKS, PORCHES, GAZEBOS & PAVILION INFORMATION

## PERMIT REQUIRED

A building permit is required from any person desiring to build a deck, porch, gazebo or pavilion. **The following conditions and requirements apply:**

- Construction is required to comply with the minimum required setbacks for the zoning district. Additionally, depending on the property location, there are lot coverage limitations. This includes all improvements on the property.
- If the property is in an area having a Homeowner's Association, the property owner is obligated to check with the Homeowner's Association to ensure compliance with their regulations.
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Deck, porch, gazebo and/or pavilion permits are authorized on a case-by-case basis.

## APPLICATION CHECKLIST

Applications for a deck, porch, gazebo or pavilion permit shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing the work;
- valid contractor registration with the Village of Sugar Grove;
- a plat of survey, drawn to scale, showing the size, shape and dimensions of the improvement in proximity to the primary use building and lot lines (If larger than 11x17, submit 3 copies);
- drawings of the item to be built, drawn to scale (minimum scale 1/8":1'; preferred scale 1/4":1') (If larger than 11x17, submit 3 copies) including:
  - a plan view and side elevation view of the item to be built indicating all dimensions;
  - the height of the item above finished grade;
  - the location of underground or overhead electric lines if located near the deck;
  - the location of basement window wells, hose bibs, clothes dryer vents, electric and gas meters if located near the deck;
  - the size, depth and spacing of the concrete piers;
  - the locations with dimensions post and beam indicating beam spans between posts;
  - the method of beam attachment to the beam posts;

- ledger board attachment and flashing details to the existing structure (cantilevered floor area of the existing structure cannot be a means of support of wood deck floor system). Double floor joists each side of the "Bay Window" with a header are required to support the deck floor for the width of the bay);
- nominal lumber sizes of all joists, beams and posts;
- complete stair details including stair riser height and tread depth, hand and guardrail dimensions and installation heights (a minimum of three stair stringers required on a 36" wide stair system);
- landing surface type and dimensions at the base of the stairs; Deck Building Requirements contain additional information
- Please refer to the Design for Code Acceptance 6 (DCA6); authored by the American Wood Council as a reference document:  
<http://www.awc.org/codesstandards/publications/dca6>
- a copy of the contract with the property owner's signature.

### **CONTRACTOR REGISTRATION**

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website [www.sugargroveil.gov](http://www.sugargroveil.gov)

### **INSPECTIONS REQUIRED**

Inspections may include: post holes or footing, framing and final depending on the scope of construction. The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220 to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

### **PLAN REVIEW**

Please allow 10 (ten) working days for processing.

### **PERMIT FEE**

- |                                       |                 |                         |
|---------------------------------------|-----------------|-------------------------|
| • Deck                                | <b>\$.31/SF</b> | <b>\$230.00 minimum</b> |
| • Porch, gazebo or pavilion           | <b>\$.31/SF</b> | <b>\$125.00 minimum</b> |
| • Screened porch or three season room | <b>\$.31/SF</b> | <b>\$630.00 minimum</b> |
| • Add electric                        |                 | <b>\$125.00</b>         |
| • Add gas line                        |                 | <b>\$215.00</b>         |

*Additional fees may be charged if there is a grade change proposed or the proposed modification requires review and inspection by the Village Engineer.*

The permit fee is paid when the permit is picked-up after the application has been approved.

**NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.**

VILLAGE PRESIDENT

P. Sean Michels

VILLAGE ADMINISTRATOR

Brent M. Eichelberger

VILLAGE CLERK

Alison Murphy



COMMUNITY DEVELOPMENT

VILLAGE TRUSTEES

Sean Herron  
Jen Konen  
Ted Koch  
Heidi Lendi  
Rick Montalto  
Ryan Walter

## Deck Building Requirements

### General:

- The deck shall be designed for a minimum 60 pounds per square foot live load and 10 pounds per square foot dead load.
- No portion of a townhouse deck shall be located within 2 ft. of an adjoining side lot line.
- A switch-controlled exterior light fixture is required at each exterior door from the house to the deck.
- Decks covering basement escape window wells shall be designed to allow access to and use of the window.
- The use of deck screws for structural framing attachment is prohibited.
- Galvanized framing anchors designed for the purpose shall be used for all post-to-pier / beam-to-pier / beam-to-post / beam-to-beam connections.
- Notching of beams, joists, or headers over concrete stoops or other obstructions is prohibited. Remove stoops, or header around the obstruction.
- All leftover excavation spoils and construction debris shall be removed from the site prior to the final inspection.

### Piers:

- Deck piers shall be a minimum of 8 in. in diameter or 10 in. square, extending a minimum of 42 in. below grade.
- If a pergola, gazebo, or screen room is to be constructed on the deck at any time in the future; the piers shall be a minimum of 12 in. in diameter.
- The posts shall be attached to the piers with a galvanized post anchor with ½-in. anchor bolts at least 8 in. into the concrete.
- The bottom of stair stringer shall also be supported on piers

### Posts:

- 4 x 4 posts shall not exceed 6 ft. in height.
- 4 x 6 posts shall not exceed 8 ft. in height.
- Posts greater than 8 ft. in height shall be 6 x 6 minimum.

### Ledger Board:

- The ledger board at the house shall not be attached directly over any type of siding (remove siding).
- The ledger at the house shall bear directly against sheathing/framing.
- Proper Z-flashing is required over ledger board or other attachments at house.
- The ledger shall be attached to the band board of the house with a minimum ½-in. diameter bolts w/washers staggered top and bottom 16 in. on center and 2 bolts 2 in. from each end.
- The attachment of ledgers for large deck areas to cantilevers should be avoided. Header around cantilevers
- Ledger boards cannot be attached to houses with brick. In those cases, the deck must be self-supporting (add additional posts and beams near the house)

**Beams:**

- Beams shall be secured to supports by a minimum of 2 bolts per support. Stagger the bolts vertically at all post-beam connections.
- Install blocking between beams 24 in. on-center between posts when beams are framed to the sides of posts.
- All beams supporting 2 or more joists shall be doubled. All beam ends shall bear at/on a post.

**Joists:**

- Maximum 16 in. on-center joist spacing when using 5/4-in. nominal decking.
- Maximum 24 in. on-center joist spacing when using 2 in. nominal decking.

**Stairs:**

- Minimum 36 in. clear width above handrail; 31½ in. at or below single handrail; 27 in. between 2 handrails.
- 7¾ in. maximum riser height. The riser height shall be measured vertically between leading edges of the adjacent treads. Open risers are permitted when openings between treads are less than 4 in. Open risers are permitted with unlimited openings when total stair rise is 30 in. or less.
- 10 in. minimum tread depth. The tread depth shall be measured horizontally between the leading edge of nosings.
- Nosing required when risers are solid: minimum of ¾-in. and maximum of 1¼-in.
- Nosing not required if tread depth is 11 in. or greater.
- The largest riser/tread within a flight of stairs shall not exceed the smallest riser/tread by ⅜-in.
- Maximum spacing between stringers is 24 in. with 2x treads; 16 in. with 5/4-in. treads.
- Stringers with 3 risers or more shall bear on concrete piers.
- Stairs with less than 3 risers may bear on a 4-in. thick patio block or 4 in. concrete slab.

**Handrails/Guards:**

- A graspable handrail is required on at least one side of all stairs with 4 or more risers. Handrail minimum height shall be 34 in. and maximum height shall be 38 in. when measured vertically from the nosing of the treads.
- Required handrails shall be continuous the full length of the stair. Ends shall be returned or terminated in newel posts or safety terminals. Handrails shall have a minimum clearance of 1½ in. between a wall and the handrail.
- Handrails shall have a circular cross-section with a diameter of 1¼-in. to 2 in., or a perimeter of 4 in. to 6¼ in. with a maximum cross-section of 2¼ in.
- Guards are required on open sides of stairs, porches, decks, balconies, ramps or other raised floor surfaces more than 30 in. above floor or grade below.
- Minimum guard height is 36 in. for porches, decks, balconies, ramps or other raised floor surfaces. Balusters or ornamental closures shall not allow the passage of a 4-in. sphere.
- Minimum guard height is 34 in. at open sides of stairs measured vertically from the nosing of the treads. Balusters or ornamental closures shall not allow the passage of a 4-in. sphere. A 6-in. sphere shall not pass through the triangular opening at the intersection of the tread and riser.

**Required Inspections:**

- **Piers:** After the holes for the piers are dug and prior to pouring any concrete.
- **Rough:** After the deck is framed and prior to installing decking and handrail. The stairs shall be framed at this time. Any electrical work installed under the deck shall be installed at this time.
- **Final:** After the deck is completed and all debris is removed.

For more information please see: <http://www.awc.org/codes-standards/publications/dca6>

**For Office Use Only**  
 Permit # \_\_\_\_\_  
 Building Dept Approval:  
 \_\_\_\_\_  
 Fees: \_\_\_\_\_



**601 HEARTLAND DRIVE**  
**Sugar Grove, IL 60554**  
**Phone 630-391-7220**  
**Fax 630-391-7245**  
**www.sugargroveil.gov**  
**permits@sugargroveil.gov**

**BUILDING PERMIT APPLICATION**  
**(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)**

Application Date: _____	<b>Permit Type</b>					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Start Date</b> _____	<b>End Date</b> _____					
Description of Work: _____ _____						
<b>Property Information</b>						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
<b>Contractor Information</b>						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

---

Signature of Property Owner (or Attach Signed Contract)      Address (if different)      Phone No.

---

Signature & Printed Name of Responsible person in Charge of Work & Email      Phone No.