



DECK PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the **Cook County Collector**.

1. Complete the application in its entirety where applicable. Be sure to print your name, address, phone, and include the property index number (PIN) in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Submit a **Plat of Survey** signed and sealed by an Illinois registered surveyor that is not more than five (5) years old.
3. Submit one **copy of detailed drawings** on the construction of the deck. Include the following requirements:
 - Show deck on current Plat of Survey
 - Show well and septic on current Plat of Survey, if applicable.
 - Dimensions overall deck size
 - Distance of deck from property lines. (If deck encroaches on rear or side yard setbacks, a zoning variance may be required.)
 - Indicate location of basement windows, verify no basement escape windows or other exits are obstructed by the deck design
 - Design to 40 psf live load
 - The deck will be constructed of what type of material?
 - What is the height of the deck above grade?
 - What is the thickness of the deck floor?
 - What are the sizes of the floor joists?
 - What is the size and spacing of the deck support posts?
 - What is the size and depth of the post footings or piers? –
Minimum depth is 42 inches.
 - What is the size and span of the deck beams?
 - What is the height of the guardrail?
 - What is the spacing of the balusters?
 - What are the dimensions of the stair treads and risers?
 - What is the clear width of the stairs?
 - Is a stair handrail provided and what is the height?
4. On the Plat of Survey, show Commonwealth Edison service line. Specify if overhead or underground.
5. If applicable, show New electrical work.

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)

[Cook County Building Permit Application](#)