

	<b><i>Village of Carol Stream</i></b> 500 N. Gary Avenue, Carol Stream, Illinois 60188		
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## Permit Submittal Checklist and Process Deck

### **Note to applicants:**

This handout is intended to assist applicants through the deck permit process. All items listed under “items needed for a complete permit application” must be submitted. The applicant should review the “helpful tips” for common project requirements. Please note that incomplete applications can cause processing delays.

### **Items needed for a complete permit application:**

- A completed Miscellaneous Residential Construction Permit Application (**Type C**).
- Two copies of the Plat of Survey, drawn to scale, showing the location and dimensions of the proposed deck, distances from property lines, and the location and dimensions of all existing accessory structures (sheds, pools, patios, gazebos, etc.) on the property.
- Construction detail drawings – Please see the attached sample deck plans for an example of the information that must be submitted. Note that the pier footing detail must indicate a 12-inch minimum width and 42-inch minimum depth below grade. Please be sure to also provide a ledger detail (if the deck is attached to the house), post size, beam size, floor joist size and spacing, anchor type for joist hanger and ledger board, railing height, baluster spacing, and hand rail and stair detail.
- The deck permit fee of \$96, payable when application is submitted.

### **Helpful tips:**

- Decks cannot be located in an easement. Please check the Plat of Survey to identify easement locations on the property.
- Decks that are attached to or directly adjacent to the house must comply with the same setback from side lot lines as is required for the house. In most cases, the required side setback is 7.5 feet, but there are exceptions. Community Development staff can help you determine the required setback in your neighborhood. Decks that are not attached to

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the house must be set back a minimum of five feet from the side and rear lot lines. For corner lots, decks may be located within a side yard adjacent to the street, not less than 15 feet from the lot line adjacent to the street, if the yard is enclosed with an allowable solid fence that is at least four feet in height.

- Decks are only allowed in the rear yard, with one exception: in cases in which patio doors are located on the side of the home, a deck may be built in the interior side yard provided that the deck does not extend more than four feet into the interior side yard setback.
- The area of the deck is included in the calculation of allowable lot coverage for the property. Most properties are allowed to have 30% lot coverage, excluding the driveway and any sidewalk four feet or less in width. Provided that the ground below the deck will be permeable, the area of the deck (only) may increase lot coverage to a maximum of 35%. The Plat of Survey needs to identify the location and dimensions of all existing structures on your property so that the proposed lot coverage can be calculated.

**Inspections (24-hour advance notice required for inspection scheduling):**

- Pier Holes – Once holes are prepared, the applicant or contractor must call the Community Development Department for an inspection **before** the concrete is poured.
- Framing – After the deck framing is built and **before** deck boards are installed, the applicant or contractor must call the Community Development Department for a framing inspection.
- Final – Once the deck is complete, including all stairs, handrails and balusters, the applicant or contractor should call the Community Development Department as soon as possible for a final inspection.

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**Please do not hesitate to contact the Community Development Department at (630) 871-6230 if you have any questions regarding the building permit or inspection process.**

