

# VILLAGE OF DOWNERS GROVE

801 Burlington Avenue  
Downers Grove, IL 60515

## Submission For Project Review – General Information

### DECKS & PORCHES

The Permit Application Form is provided as the last page of this packet, please keep the other documents for your records. In certain cases there may be supplemental forms in this packet, which must also be completed and submitted.

If you have any questions call **(630) 434-5515**.

As part of the permit approval, your assigned project manager will identify which inspections are required.

The Downers Grove Municipal Code will provide you with information for stormwater, water installs, right-of-ways, streets and amendments to the above list of codes. The easiest way to find this information is to go to the Downers Grove website at [www.downers.us](http://www.downers.us).

**When setting up all required inspections you may call 630-434-5529. Call this number ONLY for inspections.**

Other Agencies you may need to deal with are:

- |   |              |
|---|--------------|
| 1. Downers Grove Sanitary District                        | 630-969-0664 |
| 2. DuPage County Health Department                        | 630-969-7030 |
| 3. DuPage County Division of Transportation (Impact Fees) | 630-407-6674 |
| 4. Downers Grove Fire Prevention                          | 630-434-5983 |



**VILLAGE OF DOWNERS GROVE**  
**COMMUNITY DEVELOPMENT**  
801 Burlington Avenue  
Downers Grove, IL 60515  
630-434-5515  
[www.downers.us/permits](http://www.downers.us/permits)

## **CURRENT BUILDING CODES – EFFECTIVE as of 07/01/2019**

The Village of Downers Grove has adopted the following codes, and these codes, depending on whether project is commercial or residential, must be listed on your plans/drawings that you are submitting for permit:

### **Commercial and Multi-Family Construction**

- Current Downers Grove Zoning Ordinance
- Current Downers Grove Stormwater and Flood Plain Ordinance
- 2015 International Building Code with D.G. amendments
- 2014 National Electric Code with D.G. amendments
- Current State of Illinois Plumbing Code with D.G. amendments
- 2015 International Mechanical Code with D.G. amendments
- 2015 International Fuel Gas Code with D.G. amendments
- 2018 International Energy Conservation Code with D.G. amendments & State of Illinois amendments
- 2015 International Property Maintenance Code with D.G. amendments
- 2015 International Fire Code with D.G. amendments
- 2015 International Swimming Pool and Spa Code with D.G. amendments
- 2003 Life Safety Code – NFPA 101
- Current State of Illinois Accessibility Code

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### **Residential Construction**

- Current Downers Grove Zoning Ordinance
- Current Downers Grove Stormwater and Flood Plain Ordinance
- 2015 International Residential Code with D.G. amendments
- 2014 National Electric Code with D.G. amendments
- Current State of Illinois Plumbing Code with DG amendments
- 2018 International Energy Conservation Code with D.G. amendments & State of Illinois amendments
- 2015 International Property Maintenance Code with D.G. amendments
- 2015 International Swimming Pool and Spa Code with D.G. amendments
- The Downers Grove Municipal Code will provide you with information for stormwater, water installs, right-of-ways, streets and amendments to the above list of codes. The easiest way to find this information is to go to the Downers Grove website at [www.downers.us](http://www.downers.us). Under the heading of Municipal Code, find the chapter you are looking for, i.e. Chapter 10 is Electrical. Click on the chapter heading, and you can find the amendments to the 2014 National Electrical Code.

**VILLAGE OF DOWNERS GROVE**  
**SUBMISSION FOR PROJECT REVIEW**  
**Phone: 630-434-5515**  
**RESIDENTIAL DECK, POOL, & FENCE - CHECK LISTS**

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*(Office Use ONLY)*

Address: \_\_\_\_\_

<b>This list <u>MUST</u> accompany your permit application.</b> The first column is the document description. SELECT the column pertaining to your project and submit <b>ALL</b> the appropriate documents (marked with an X and indicating number of copies). Please understand that if any items are not included in the application submittal, your review time may be extended, or the Village will not review the application until the remaining items are received.				
<b>Document Required</b>	<b>DECK</b>	<b>ABOVE-GROUND POOL (SEE POOL HAND-OUT)</b>	<b>IN-GROUND POOL</b>	<b>FENCE</b>
Building Application Form	X	X	X	X
All Building drawings:				
Carpentry / structural	X(4)		X (4) Architect stamped and signed	
Electrical	X (if applicable)	X	X	
Plumbing (if applicable)				
Manufacturing specs on the pool		X (2)		
Pump specs		X (2)		
Filter specs		X (2)		
Plat of Survey	X(4)	X (4)	X (4)	X (2)
Site Engineering plans w/Topography			X (5) (if required)	
Stormwater Tab Submittal (if a special Management Area is located on the site)				
General contractor name, address, & telephone number	X	X	X	X
Name, address, telephone number & copy of CURRENT license required for electrician and/or plumber (if applicable)		X	X	
Additional INFORMATION REQUIRED:		Pool Location: Ft. from side lot line:  Ft. from rear lot line:		Corner Lot: <input type="checkbox"/> YES <input type="checkbox"/> NO
		On an Easement: <input type="checkbox"/> YES <input type="checkbox"/> NO		Type of fence:
		Connected to House: <input type="checkbox"/> YES <input type="checkbox"/> NO		Height:
		Pool Ladder: <input type="checkbox"/> Removable <input type="checkbox"/> Latch & locked		Location:
		Pool Grade & Fence: Pool height from grade to top of pool (required 4 ft):  Fence height around pool or yard (required 4 ft):		

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# Village of Downers Grove Deck Information

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## PERMIT DECK REQUIREMENTS

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Prior to any construction, a permit is required by the Village of Downers Grove. The 2000 International Residential Code is used for decks.

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### SUBMIT THE FOLLOWING TO OBTAIN A PERMIT

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- **Four (4) Plats of Survey**, showing the deck location, size and dimensions to the property lines, escape window (must not block escape window), and location of above-ground main Com Ed electrical wires. Deck must be located at least ten (10) feet, in any direction, from above-ground wires which must be also indicated on plat.
- **Four (4) proposed copies of deck plans** indicating exact size and location, materials to be used, joints, beams, posts. Use pressure treated wood. Nails, bolts, and hangers should be galvanized materials.
- **Stairs** – maximum rise of 7 ¾” and a minimum tread of 10” clear of tread above. Minimum of three (3) feet wide, with post holes at base of stairs.
- **Handrails** – minimum of 36” in height, with uprights having maximum spacing which will not allow passage of an object 4” or more in diameter.
- **Pier** – depth from grade a 42” minimum and 6” above **final** grade and 10” in diameter minimum. Wood post must rest **on** top of, NOT **in** concrete.

Once the plans are reviewed, the General Contractor and/or Homeowner will receive a comment sheet by mail, indicating any additional information that may be needed. If additional information is required, then you must come into Village Hall – Community Development Department, correct the plans, and pay for permit before **any** work is started.

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**To Schedule an INSPECTION: CALL 630.434.5529**

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**Two (2) inspections** required with deck permit. Twenty-four hours notice for inspections.

1. To measure the pier depth before concrete is poured.
2. A final inspection upon completion of the deck.

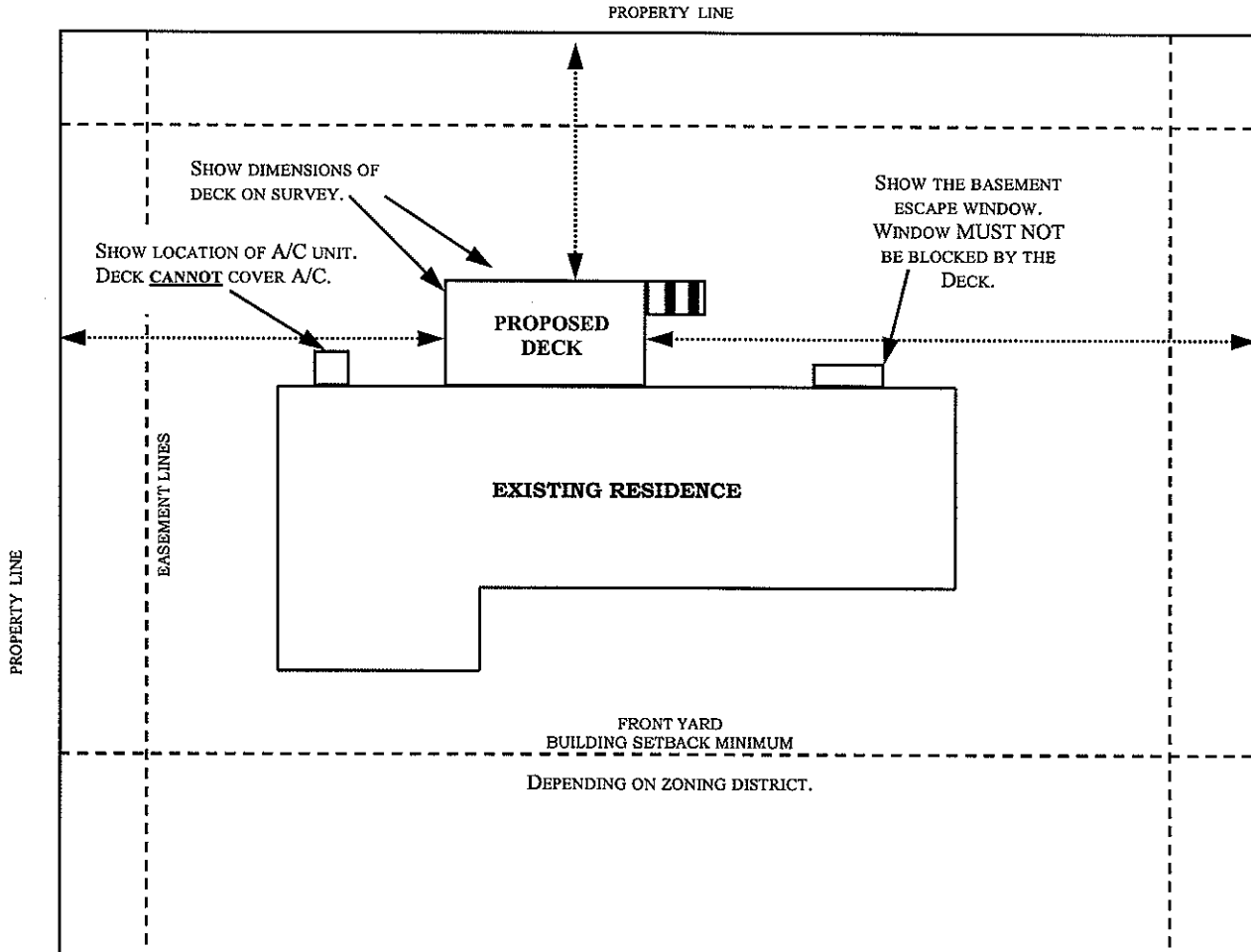
#### **NOTE:**

**Call J.U.L.I.E. FOR ASSISTANCE IN LOCATING UTILITIES AT 1.800.892.0123, 24 HOURS DAILY.**  
**Call The Village of Downers Grove – Public Works @ 630.434.5460.**  
**Call Sanitary District @ 630.969.0664.**


**ALLOW 48 HOURS FOR SERVICE.**

**THESE DRAWINGS ARE FOR INFORMATIONAL USE ONLY. THEY EXPRESS SOME OF THE MINIMUM ILLUSTRATIONS REQUIRED WHEN APPLYING FOR A BUILDING PERMIT FOR A DECK. IT IS THE BUILDER'S AND / OR OWNER'S RESPONSIBILITY TO PROVIDE ADEQUATE DRAWINGS (4 SETS) - THE MINIMUM OF WHICH IS FRAMING PLAN AND A CROSS SECTION AND PLAT OF SURVEY.**

**S A M P L E**  
**PLAT OF SURVEY INFORMATION**



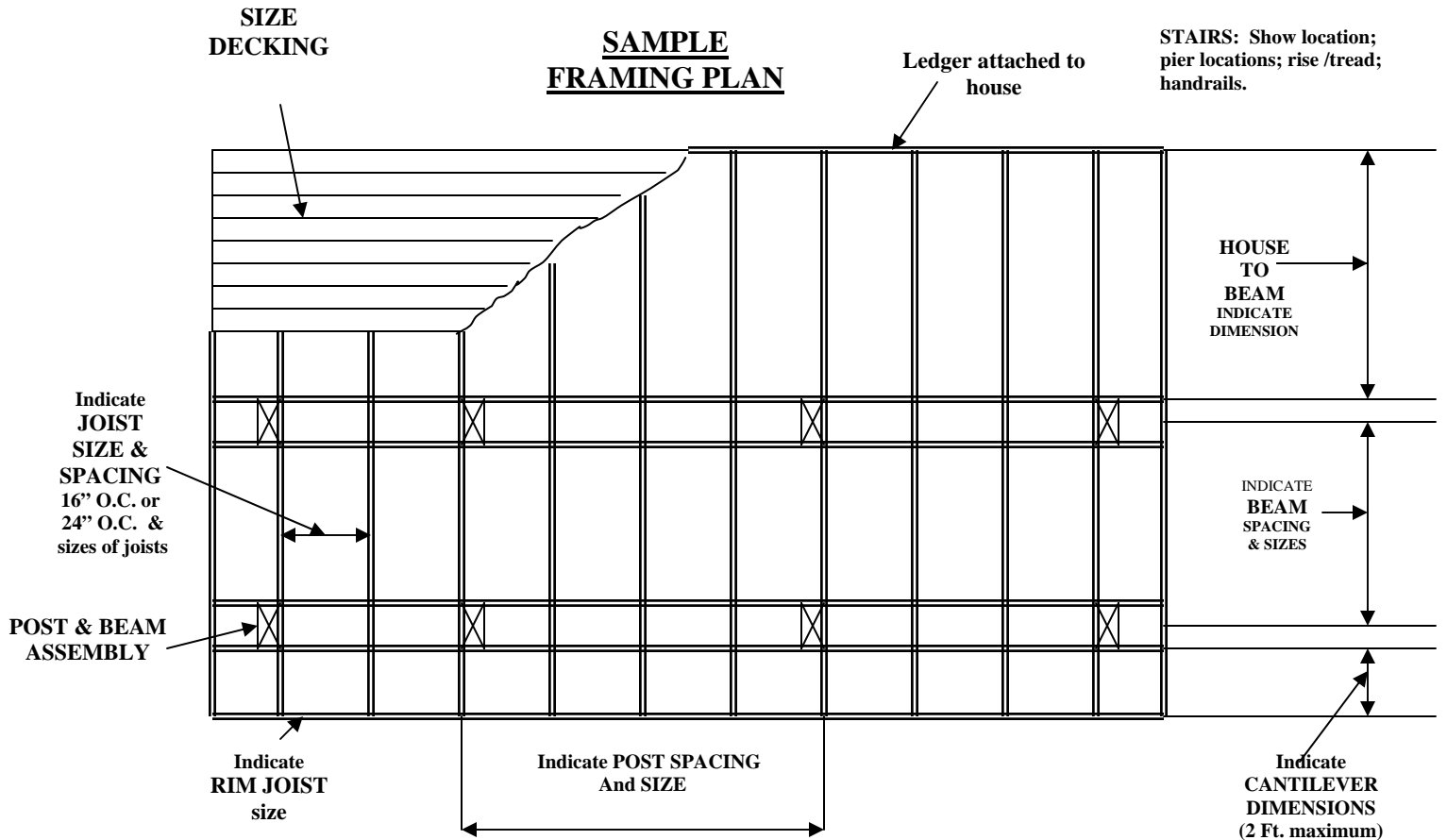
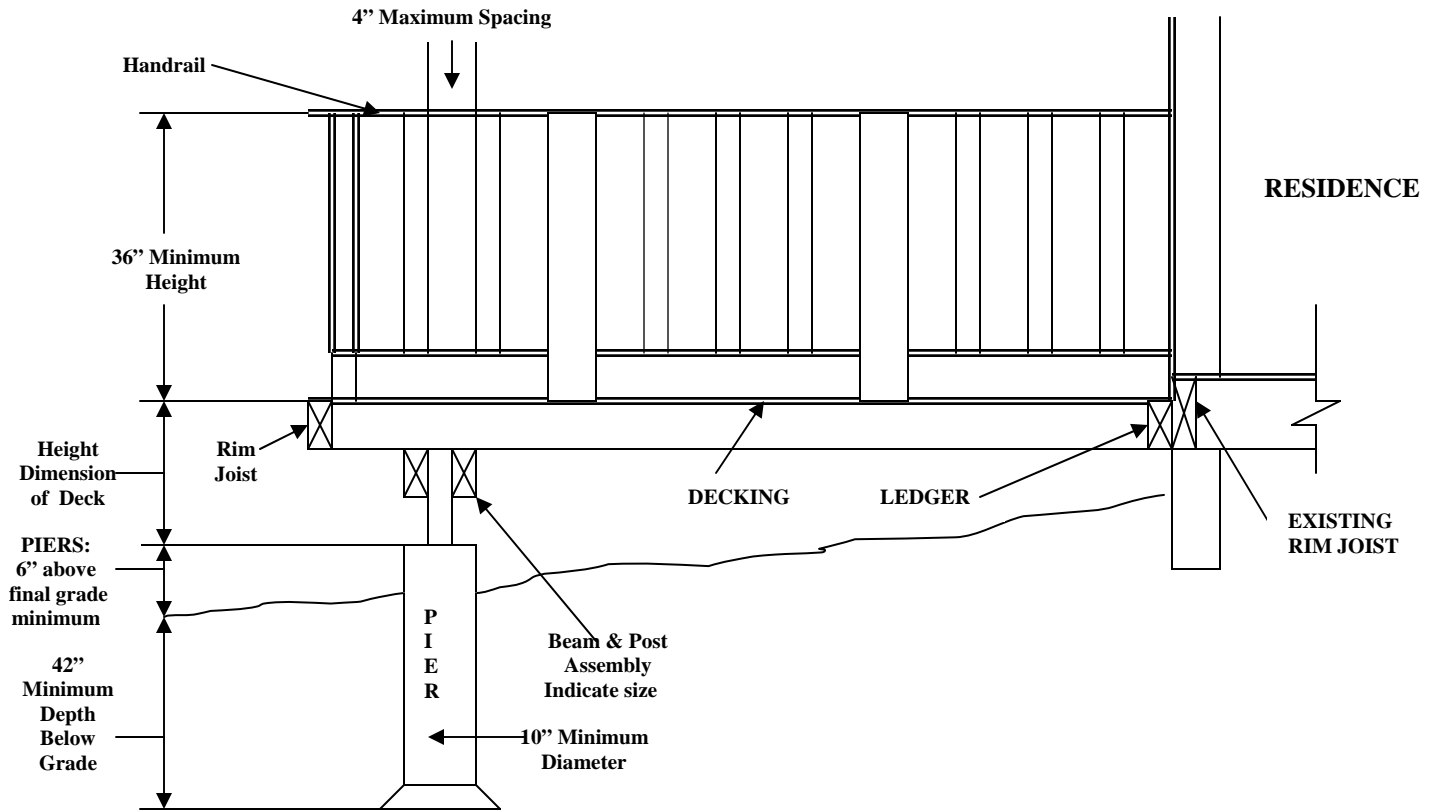
**KEY: DECK DIMENSIONS:**

- (1) On your Plat of Survey show deck dimensions from each deck side to each side and/or rear property lines, as shown by our drawn lines. 
- (2) If overhead power lines are present, indicate on plat the location of power lines. The deck must be a minimum of 10 feet from the overhead wires in any direction from any part of the deck floor to any part of the wires above.

Or if underground, indicate location.

NEC 2002 #230.9

# DECK - SAMPLE CROSS SECTION





801 Burlington Avenue  
Downers Grove, IL  
60515

**PERMIT APPLICATION**  
Community Development Department  
630-434-5515  
www.downers.us/permits

Permit # \_\_\_\_\_  
office use only

**SELECT ALL TYPES OF PERMITS THAT APPLY FROM ONE OF THE FOLLOWING COLUMNS:**

**RESIDENTIAL:**

- Detached Garage
- Shed
- Gazebo / Pergola
- New Single Family Building
- Addition (increase in floor area)
- Remodel (interior work only)
- Demolition of Main Structure
- Deck/Porch
- Pool, Hot Tub, Spa
- Plumbing Only
- HVAC Only
- Home Elevator, Dumbwaiter
- Miscellaneous
  - Foundation Repair
  - Waterproofing
- Other

**COMMERCIAL:**

- Accessory Structure
- New Commercial Building
- Addition (increase in floor area)
- Remodel (interior work only)
- Demolition of Main Structure
- Demolition of Interior Only
- Deck/Porch/Balconies
- Plumbing Only
- HVAC Only
- Roof Only
- Elevator
- Cell Tower
- Permanent Sign
- Fire Alarm
- Sprinkler
- Hood/Duct - Suppression
- Hood/Duct - Construction

Name of Business Occupying the Space:

**SITE WORK:**

- Parking lot
- Lawn Irrigation
- Flatwork (check ALL projects)
  - Patio
  - Firepits/Outdoor Fireplaces
  - Steps
  - Stoops
  - Sport Courts
  - Private Sidewalks
- Site Work (check ALL projects)
  - Landscaping
  - Grading
  - Retaining / Seat Walls
  - Drywell
  - Underdrains
  - Rain Garden
  - Connection of sump pump to storm sewer
- Stormwater
- Public Improvements/Utilities

**SITE ADDRESS:** \_\_\_\_\_ **SUITE:** \_\_\_\_\_

Estimated Value of Work: \$ \_\_\_\_\_ Area: \_\_\_\_\_ s.f. of construction

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

**PROPERTY OWNER INFORMATION (REQUIRED)**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT (CHECK ONE)**

- PROPERTY OWNER
- CONTRACTOR
- OTHER (i.e. Architect, Engineer, Tenant)

**Contractor /Sub Contractors Information Copy of current license required for all except General Contractor**

**GENERAL CONTRACTOR OR OTHER - Email required for inspection reports**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**ELECTRICIAN**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**PLUMBER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**ROOFER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**FIRE ALARM**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**SPRINKLER**

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**REQUIRED SIGNATURES**

*Under Penalty of Intentional Misrepresentation and/or Perjury, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement(s) in compliance with all provisions of the applicable ordinances, rules and regulations of the Village and any other applicable governing bodies. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit(s) herein applied for. I hereby grant the Village, its employees and agents the temporary right to enter the property subject to this permit throughout the duration of the permit to complete any inspections as necessary to confirm compliance with all applicable ordinances, rules and regulations of the Village and other governing bodies. I hereby agree to hold the Village, its officers, employees, and agents harmless from any and all costs, damages, liabilities and attorney's fees which may occur or be claimed to occur by reasons of any work performed under this permit.*

*I agree to pay:*

- 1. Any and all fees, as referenced in the User Fee, License and Fine Schedule, latest edition.*
- 2. I agree to pay Run-off Storage Fees based upon the permitted project(s) watershed at the rate per square foot of new impervious as outlined below: Sawmill Creek \$0.464/sq ft, East Branch DuPage River \$0.565/sq ft, and Salt Creek \$0.71/ sq ft.*
- 3. Fees for outside consultants that the Village may elect to utilize to perform all or portions of the stormwater management review. These fees will be collected regardless if the permit is issued or canceled.*

\_\_\_\_\_  
Applicant Signature (if other than Property Owner)

\_\_\_\_\_  
Applicant Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (REQUIRED)

\_\_\_\_\_  
Property Owner Name (printed)

\_\_\_\_\_  
Date