

Deck Permit Application



Village of Glen Carbon
Department of Building & Zoning
151 N. Main Street
Glen Carbon, IL 62034
(618) 288-1200

NOTICE

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|--|--|
| Submit completed applications to: | Submit inspection requests to: |
| permits@glen-carbon.il.us | inspections@glen-carbon.il.us |

PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof that your permit was received. The application must be filled out completely and all required documentation submitted. The review process begins once all the required information has been submitted.

YOU WILL BE NOTIFIED WHEN YOUR PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT. Making multiple attempts with staff to determine the status of the permit will cause delays.

INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof your inspection request was received. You will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff.

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| Village Website | www.glen-carbon.il.us |
| Village Ordinances | https://codelibrary.amlegal.com/codes/glencarbonil/latest/overview |



Village of Glen Carbon

Deck Permit Application

Instructions:

1. Fill out application completely.
2. It is the applicant's responsibility to comply with any subdivision covenants and restrictions which may also apply to your proposed construction.
3. The following items are required:
 - a. Site Plan
 - b. Framing Plan
 - c. Elevation Plan
4. Save the application with plans and/or supporting documents as a PDF and submit one (1) copy of the PDF document via email to permits@glen-carbon.il.us

Deck Requirements:

1. Deck setbacks may encroach 48" into the required setbacks.
2. Minimum Frost Depth for piers 36".
3. Deck posts shall be connected to piers with an approved mounting bracket.
4. Framing portions of structure must be 6" above grade.
5. A minimum of two lateral deck support brackets are required on all decks that are not free standing.
6. ½" carriage bolts with washers and nuts are required to secure the ledger board to the structure when access to underside of the interior floor is available.
 - **The ledger MAY NOT be installed directly over vinyl siding.**
7. All nails or fasteners used to secure framing members to treated wood or other material exposed to the exterior shall be of a material approved for exterior exposure and approved for the use intended.
8. Joist hangers required on all joists attached to the ledger joist, the outside rim joist, and any cantilever over a beam that exceeds 24".
9. Guardrails are required for deck surfaces once a height of 30" or greater is reached.
 - Guardrails shall be 36" high minimum with baluster spacing no greater than 4".
 - Guardrails are required on both sides of stairs once a height of 30" above any surface is reached.
10. Handrails shall be 34" to 38" high and parallel to a line touching the front stair nosing.
 - Handrails Maximum grip size shall be 2-5/8". (Residential handrail is required one side only).
 - Handrails and guardrails on open sides of stairways shall have intermediate rails which will not allow the passage of an object 4" in diameter.
 - **Exception: Triangle formed below guard rail and treads 6" space acceptable.**
11. Screened in porches shall have approved guardrails if the walking surface is 30" or greater from any surface below.
12. Stair stringers must terminate on a concrete base with 36" minimum landing run (not on dirt or other unstable surfaces).
13. Risers should not exceed maximum of 4" open space.
14. Decks may not be located within an easement or closer than five feet 5' to any property line.

Inspections Required:

Three (3) inspections are required. Submit inspection requests to inspections@glen-carbon.il.us

1. Pier
2. Framing
3. Final



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For office use:

PROPERTY ADDRESS:

GLEN CARBON, IL 62034

AMOUNT OF IMPROVEMENT:

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OWNER INFORMATION:

| | |
|-----------|--|
| NAME | |
| ADDRESS | |
| TELEPHONE | |
| EMAIL | |

APPLICANT INFORMATION:

(IF DIFFERENT THAN OWNER OR CONTRACTOR):

| | |
|-----------|--|
| NAME | |
| ADDRESS | |
| TELEPHONE | |
| EMAIL | |

CONTRACTOR INFORMATION:

| | |
|-----------|--|
| NAME | |
| ADDRESS | |
| TELEPHONE | |
| EMAIL | |



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Deck Information Sheet:

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|-------------------------|--|
| Type of Footing: | |
|-------------------------|--|

(Pier minimum size 12" x 36")

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|-----------------------------|--|------------------------|--|-------------------------------|--|
| Deck Length: | | Deck Width: | | Deck Height: | |
| Post Type: | | Post Size: | | Post Material/Species: | |
| Girder/Beam Type: | | Beam Size: | | Beam Material/Species: | |
| Joist Type: | | Joist Size: | | Joist Span: | |
| Decking Type: | | Decking Size: | | Decking Span: | |
| Stringer Type: | | Stringer Size: | | Tread Type: | |
| Tread Size: | | Guardrail Type: | | Baluster Type: | |
| Other relevant info: | | | | | |
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Site Plan:

1. Draw **ENTIRE** lot and show its dimensions and property lines. Show location of easements.
2. Show location of all building and accessory structures, distances between them and include their dimensions.
3. Show adjacent streets and include road names.
4. Indicate location and dimensions of the proposed deck and the distance between any structures and from the lot lines.
5. Include North arrow.

A large grid for drawing the site plan, consisting of 30 columns and 30 rows of squares.



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Framing Plan:

Draw a complete framing plan including overall dimensions and lumber sizing.

A large, empty grid of small squares, intended for the applicant to draw their deck framing plan. The grid is approximately 30 units wide and 40 units high.



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Elevation Plan:

Draw a complete side and front elevation plan, include post/beam, pier, stair, landing(s), handrails, and ledger fastening/flashing details.



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Additional Details:

Draw stair, handrail, beam, and/or post details as applicable.

A large, empty grid of small squares, intended for the applicant to draw architectural details for stairs, handrails, beams, and posts.



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I, the undersigned, understand that the Village of Glen Carbon must conduct inspections of which I have been notified. I understand that if the work is completed without the required inspections or if the work is not completed according to the approved plans, I will be liable for the removal and proper installment of said improvements and/or an ordinance violation complaint may be filed by the Village in Circuit Court or in compliance with the procedure of the Administrative Adjudication proceedings adopted by the Village.

Signatures Required:

| | | | |
|-----------------------|--|-------------|--|
| Property Owner | | Date | |
|-----------------------|--|-------------|--|

| | | | |
|-------------------|--|-------------|--|
| Contractor | | Date | |
|-------------------|--|-------------|--|