



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

APPLICATION INFORMATION: DECK and/or PATIO

The City of Naperville requires that all decks, or other secondary structures added to a residential structure have **an issued building permit prior to beginning any construction.**

NOTE: *Permits are also required for the following common deck and patio accessories and involve special construction considerations: gazebo, spa, hot tub, patio trellis, deck cover, pergola, piers, fireplaces, pool, and electric line relocations. You may add one or more of these accessories to your deck permit application. Be sure to indicate these additions on your plans, plat of survey and permit application. Additional inspections will be required for each accessory added to a deck or patio.*

DECK (see pages 1 to 5)

PATIO (See page 5)

DECK APPLICATION REQUIREMENTS

The following items must be submitted when applying for a deck permit:

- A. A completed and signed building permit application form.
- B. Three (3) copies of the legal plat of survey with the following information:
 1. The deck drawn to scale showing where it will be placed on the lot (See Example #3);
 2. The location of the electric meter, electric line and electric pedestal or pole and any other utilities located near or under the proposed deck; *
 3. All escape windows or other windows within the deck area;
 4. Indicate all other accessory structures (pool, shed, etc.) with distances between structures;
 5. Indicate any possible accessory structures (gazebo, spa, hot tub, trellis, deck cover, pergola, etc.) that might possibly be added to the deck in the future.

****For assistance in finding underground utility locations, contact J.U.L.I.E. at 1-800-892-0123. Be sure to allow 48 hours for service. Remember that the spray-painted utility lines must remain visible for a future inspection.***

- C. Two (2) copies of a Plan indicating the following (See Example #2):
 1. Location of all piers (post holes) as well as the distances from pier-to-pier and house-to-pier;
 2. Location, size, and span of all beams to be used in the deck;
 3. Location, size, spacing, and span of all joists to be used in the deck;
 4. Location, size, and details of any openings that will occur in the deck platform (See Example #4)
 5. Type of materials (treated lumber, cedar, plastic decking, etc.);
 6. Type of siding or finish material where deck attaches to house (aluminum or vinyl siding, wood siding, brick, EIFS (dryvit-type material), etc.);
 7. Any other pertinent information that may be unique to your deck.

D. Two (2) copies of a Cross Section indicating the following (See Example #1):

1. Dimensions and depth of the concrete piers (post holes);
2. Height of deck from grade to decking;
3. Height of guardrail from decking;
4. Post/beam assembly details;
5. Ledger board and flashing details;
6. Joist and beam sizes and spacing;
7. Stair detail including riser height, tread width, guardrail height, and handrail detail. (See Examples #5a,5b and 5c)

E. FEES

Per Ordinance #98-214, deck permit fees are structured as follows:

1. An application fee of \$40 is due at the time the deck application is submitted.
2. An additional \$80 is due at the time of permit pickup. This covers the cost of the inspections listed below: posthole (pier)/ledger board, rough framing, and final inspection.
3. \$61 reinspection fee for each failed inspection, which must be paid prior to the rescheduling of any further inspections.

Additional fees may be applicable if additional inspections are required, for example, if the deck will have electric outlets, lights, etc.

PERMIT APPROVAL AND INSPECTION INFORMATION

All construction drawings must be legible and complete. **The items listed in “Application Information” must be included as part of your application. Omission of any of these items will delay the approval of your application for permit.** The applicant will be notified when the permit has been approved.

THE PERMIT

Every building permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The permit is to be displayed in the window nearest to the front door for the duration of the construction and inspection process. After the construction is complete, please remove the building permit from the window and retain it for your personal homeowner’s records.

INSPECTIONS

There are two (2) or three (3) required inspections during deck construction:

1. **DECK POST HOLE (PIER)/LEDGER BOARD INSPECTION** - This inspection is conducted prior to pouring the concrete. **Call to schedule the inspection.** The postholes (piers) will be inspected for diameter, depth, and to see that the soil at the bottom of each hole has been compacted. The ledger board will also be inspected at this time. Be sure that the ledger board has been properly mounted, flashed, and caulked for this inspection.
- a. **ROUGH FRAMING INSPECTION** - This inspection is required for **all decks which are less than 48” above finished grade.** Inspection will verify that the structural elements of the deck, including floor joists, beams, columns, hangers and all bolted connections are installed correctly.
2. **FINAL INSPECTION** - This inspection is conducted after the deck has been completed. **Call to schedule this inspection.** The inspection of guardrail height, handrail location (if applicable), load capacity, stair treads and risers, and other aspects of the deck meet the requirements of Naperville’s Building Code.

SCHEDULING INSPECTIONS

Inspections are scheduled by calling 630/420-6100 option 1 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. (**Closed 1-2 pm daily**) Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 72 hours when scheduling an inspection. **Deck inspections are not scheduled at a set hour but will take place on the requested day.** Inspections are conducted between 8 a.m. and 3 p.m. Monday through Friday.

CALL FOR THE POST HOLE (PIER)/LEDGER BOARD INSPECTION! All postholes (piers) must be the proper dimensions, well compacted, and dry. Verify that the ledger board is mounted and flashed properly. The grade beneath the deck must slope away from the house.

RESULTS OF INSPECTIONS

- An inspection sticker will be posted on the door or window nearest the inspection site and will indicate PASS or FAIL and include specific deficiencies or special instructions.
- If the inspection is a PASS, you may proceed with your project.
- If the inspection is a FAIL, make corrections and return to the Municipal Center at 400 S. Eagle St. to pay for and reschedule your failed inspection.

STRUCTURAL INFORMATION

MATERIALS

All structural members in deck construction (joists, beams, posts, ledger boards, etc.) must be of pressure-treated wood. Other areas of the structure may be of wood that is naturally resistant to decay and fungus (cedar, redwood, etc.). Other deck materials may be acceptable but must have prior approval. All hardware (nails, bolts, hangers, post brackets, etc.) must be galvanized, and appropriate hangers for the type of treated lumber used.

CONCRETE PIERS

Concrete postholes (piers) for decks in Naperville must be a minimum of 10” round, 42” below grade, and at least 4” above grade. The posthole bottoms must be well compacted and free of water. **Postholes (piers) must be inspected prior to pouring any concrete.**

LEDGER BOARD

Ledger boards must be mounted to the house using two (2) one-half inch diameter or greater steel lag or carriage bolts both high and low every 24” to 32” on center, or one (1) bolt every 16” on center alternating high and low. For wood and wood composite sidings, or when siding is removed, metal flashing must be installed in a leak-proof manner using the same principles as for a roof flashing. For all non-organic sidings, such as aluminum, vinyl, brick, etc., flashing is not required. Ref. Article R323.3

R703.9.3 Exterior Insulation Finish Systems (EIFS) - Per Naperville Amendment

If any exterior finish system (EIFS) is installed on any portion of a dwelling unit for an exterior covering, a certification of proper installation shall be required to be submitted as a special inspection. Before permit issuance, a statement of special inspections prepared by the registered design professional shall be submitted detailing the individuals and approved agencies intended to be retained for conducting these inspections. This report and signed certification shall be submitted to the City before final permit approval.

Ledger boards cannot be attached to any bay window or door area or fireplace bump-outs. These areas must be framed around with double joists and a double header with double joist hangers as per the 2006 IRC Art. R502.10, floor-framing requirements, (See Example 4 - Details A and B).

All exterior penetrations, joints or seams in the building envelope shall be sealed with durable caulking material, closed with gasketing systems, taped or covered with moisture vapor-permeable house wrap.

FLOOR JOISTS

Floor framing plan must indicate the proper size and spacing of the floor joists for your deck. Please indicate dimensions for joist span and spacing. All joist hangers must be galvanized and nailed per manufacturer's specifications. All joists are to be positively connected to beams.

POSTS

The requirements for cedar or treated wood deck posts are as follows:

1. Decks less than 5'-0" above grade require 4" x 4" treated wood posts.
2. Decks 5'-0" to 8'-0" above grade (or higher) require 4" x 4" treated wood posts with diagonal bracing at the outside corners.
3. Decks 8'-0" or higher above grade require 6" x 6" treated wood posts with diagonal bracing at the outside corners.
4. All deck posts to have drift pins or post base brackets.

GUARDRAILS

Guardrails for decks must comply with the following guidelines:

1. Guardrail height must be a minimum of 36" and is required if the deck is 30" or more above grade.
2. Baluster spacing must not allow passage of a 4" sphere through the opening. Guardrails must be built to withstand a minimum of 200 pounds of horizontal pressure.

STAIRS

Decks higher than 8" above grade require the installation of stairs. Stairs must be a minimum of 36" wide. The minimum tread required is 10" clear of rise (nose to nose). The maximum riser height is 7-3/4" from the upper surface of each adjacent tread. Stairs with four (4) risers or more require a handrail on at least one side. Open sides of stairs with a total rise of 30" above floor or grade must have guardrails on both sides of the stairs that are a minimum of 34" in height measured vertically from the nosing of the treads. Triangular openings formed by the riser, tread, and the bottom of the guardrail must be of such a size that a 6" sphere cannot pass through. Stairs over 36" in width require a third stringer. (See Examples 5A, 5B & 5C.)

STAIR HANDRAILS

A stair handrail is required on at least one side of a stairway if there are four or more risers in a run of stairs. This handrail must meet the following criteria:

1. The handrail must be located at a height between 34" and 38" (measured vertically) above the nosing of the stair treads.
2. Handrails must be continuous for the full length of the stairs.
3. The ends of the handrails must be returned or terminate in newel posts or safety terminals.
4. Handrails adjacent to a wall space must have a minimum of 1-1/2" space between the wall and the handrail.
5. The grip portion of handrails shall have either a circular cross-section with a diameter of 1-1/4" to 2". Edges of any noncircular handrails must have a minimum radius of 1/8."

VENTILATION & GRADING

All structural members are to be 1” minimum clear of ground contact to allow adequate ventilation of structure.

1. Solid skirting (airtight) requires 1 square foot (minimum) of ventilation per 150 square feet of crawl area with at least one (1) vent on two (2) sides.
2. Vertical or horizontal boards spaced ¼” minimum will allow adequate ventilation.
3. All skirted decks are to have an access panel 18” x 24” minimum size.

The grade under the deck must slope away from the house. If grading is to be adjusted, an approved grading plan may be required by T.E.D. engineers. New home construction shall have the area under the deck graded properly **before** the post hole/pier inspection.

PATIO APPLICATION INFORMATION

Brick paver and concrete patios over 500 sq. ft. in size and/ or ones requiring utilities (i.e., electric, plumbing, lighting, gas, and fireplaces) will require a permit.ALL SPORT COURTS REQUIRE A PERMIT REGARDLESS OF SIZE****** Submittal of a Patio Grading Certification is required for brick paver and concrete patios over 500 sq. ft. All patios, regardless of size, are required to comply with the setback requirements and be located outside of easement areas. The patio application process is similar to the deck application process. The following items must be submitted:

- A completed and signed application form.
- Three (3) copies of the legal plat of survey with the following information indicated:
 - The patio drawn to scale in its location on the lot;
 - The location of the electric meter, electric line, electric pedestal or pole; *
 - All escape windows or other windows within the patio area;
 - Any other utilities located near or under the proposed patio. *
 - Any other pertinent information that may be unique to your deck;
- Patio Grading Certification
- A cross section of the materials to be used in the patio.

Concrete patios require a minimum of a 4” thick compacted gravel base, and a minimum concrete thickness of 4” throughout the slab. Stairs poured in place are subject to the same requirements listed in the stair section on page 4 of this information packet, except concrete steps require 1 1/2” tread without nosing.

SPORT COURTS (Permit always required regardless of size.)

Screening of Sport Courts: A game court shall be screened with landscaping consisting of shrubs and/or bushes. The landscaping may be placed at any point between the sides of the game court facing adjacent lots and the lot line for the lot on which the game court is located. The landscaping need not provide a complete visual barrier to the game court but shall provide partial screening of the sides of the game court facing adjacent lots. The landscaping shall consist of shrubs and/or bushes planted at a maximum spacing of four feet (4') on center of each shrub or bush, and each shrub or bush shall have a minimum height of three feet (3') at the time of planting. A game court or a rear or side yard that includes a game court that is enclosed with a solid wood or a board-on-board fence or the equivalent screening shall not be required to provide the landscaping set forth in this subsection. (Ord. 00-02, 1-18-2000)

FEES

Per Ordinance # 98-214, patio permit fees are structured as follows:

1. An application fee of \$40 is due at the time the patio application is submitted.
2. An additional \$40 is due at the time of permit pickup. This covers the cost of one (1) pre-pour concrete inspection to check the depth, gravel base, and the wire mesh.
3. \$61 reinspection fee for any failed inspection, which must be paid prior to the rescheduling of another inspection.

Additional fees may be applicable if additional inspections are required and for accessory structures such as fireplaces, spas, etc.

TELEPHONE NUMBERS

Here are some telephone numbers to call if you have specific questions:

Inspection Dispatch
Monday – Friday 8:00 a.m. to 4:00 p.m.
CLOSED DAILY FROM 1-2
Phone Number
630/420-6100 option 1

SCHEDULE INSPECTIONS BY CALLING THE INSPECTION DESK.
DO NOT CALL THE INSPECTOR.

Development Services Counter
Monday-Friday, 8 a.m. to 5 p.m.
CLOSED DAILY FROM 1-2
Phone Number
630/420-6100 option 2

*******APPROVED PLANS MUST BE KEPT ON SITE*******



Naperville

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PATIO GRADING CERTIFICATION

We, the below listed signees, acting as owners of the below listed property and on behalf of _____ (contractor responsible for grading around the patio), verify the following:

1. We will provide positive drainage, within the City of Naperville’s grading requirements of 1.5% to 25% slopes, and in conformance with the subdivision master grading plan, to drain around the patio to be installed on said property. As part of this grading, we will not adversely affect any of our neighbors’ property.
2. We certify that the patio or associated grading will not be installed in whole or in part within five (5) feet of any easements, without an approved detailed grading plan, prepared by and signed and sealed by an Illinois licensed professional engineer.
3. We certify the patio will not be installed within fifteen (15) feet of the property line, without an approved detailed grading plan, prepared by and signed and sealed by an Illinois licensed professional engineer.
4. Any grading or re-grading to meet the City’s grading requirement will be our responsibility at our cost. We will not hold the City of Naperville liable for any damages that may occur from inadequate grading.

Street Address: _____

PIN Number: _____

Signed: _____ Dated: _____
(contractor responsible for grading around the patio)

Signed: _____ Dated: _____
(property owner)

Signed: _____ Dated: _____
(property owner)

Please note:

There may be sites that meet the above requirements, but due to other grading constraints on the site, may still require a detailed grading plan, prepared by and signed and sealed by an Illinois licensed professional engineer.



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**APPLICATION FOR SECONDARY BUILDING PERMITS
(DECK / PATIO / GAZEBO / CENTRAL AIR / POOL, etc.)**

This is an application for a building permit. Three (3) photocopies of the legal PLAT OF SURVEY for the property in question are required prior to further consideration. These must be signed and sealed by an Illinois Land Surveyor.

PLEASE TYPE OR PRINT CLEARLY.

SUBDIVISION _____
UNIT NUMBER _____ LOT NUMBER _____
ADDRESS _____
ZIP CODE _____

GENERAL CONTRACTOR _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____

APPLICANT _____
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____
FAX (____) _____
E-MAIL ADDRESS _____

ELECTRICAL CONTRACTOR (if applicable):

ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____
FAX (____) _____
NAPERVILLE REGISTRATION NUMBER _____

TYPE OF STRUCTURE:

DIMENSIONS OF STRUCTURE:
HEIGHT _____ WIDTH _____ LENGTH _____
ZONING OF PROPERTY _____
ESTIMATED COST OF WORK _____

PROJECT CONTACT PERSON: (Please print.)

PHONE (____) _____
FAX _____
E-MAIL ADDRESS _____

OWNER
ADDRESS _____
CITY _____ ST _____ ZIP _____
PHONE (____) _____
FAX (____) _____
E-MAIL ADDRESS _____

PLEASE FILL OUT REVERSE SIDE. >>>>>>>>

APPLICANT REPRESENTS: (Please check one.)

- a. Natural Person (Self) -- _____
- b. Corporation -- _____
- c. Land Trust/Trustee -- _____
- d. Trust/Trustee -- _____
- e. Partnership -- _____
- f. Joint Venture -- _____
- g. Other (describe) _____

If in your answer you checked b, c, d, e, f, or g, identify by name and address each person or entity who is a minimum 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

| | <u>Name</u> | <u>Address</u> | <u>Interest</u> |
|----|-------------|----------------|-----------------|
| a. | _____ | _____ | _____ |
| b. | _____ | _____ | _____ |
| c. | _____ | _____ | _____ |
| d. | _____ | _____ | _____ |

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

SIGNATURE OF APPLICANT _____ **DATE** _____

SIGNATURE OF OWNER/AGENT _____ **DATE** _____