



DECK PERMIT PROCEDURE

1. Fill out an application for a deck permit
2. Submit one copy of your Plat of Survey showing the location and the dimensions of the proposed deck. The distances from the side and rear property lines should also be shown. Note: any unusual conditions such as an existing window under the deck.
3. Submit one copy of your detailed framing drawing. This should show all dimensions and the location, size and depth of all posts. Also, show the direction, size and span of the floor joists and the beams supporting the joists. Show how connections will be made. Be sure to indicate the height of deck above grade and the material to be used. If required, show railings and/or steps. Railing balusters may not be spaced more than 4" apart.
4. While you are waiting for your plans to be reviewed, call JULIE (JOINT UTILITY LOCATING INFORMATION FOR EXCAVATORS) at 1-800-892-0123. This is free service that will provide you with utility line locations. You should make this call at least 2 days before you start to dig the post holes.
5. Floor joists should be spaced 16 inches on center. The following maximum spans are permitted.

2" x 6" Joists	8'0" span
2" x 8" Joists	11'0" span
2" x 10" Joists	12'6" span
2" x 12" Joists	18'0" span

6. If any basement windows are to be covered, confirm that the Building Code requirement is met. A basement escape window may not be blocked unless two other separate means of exit by way of doors and stairways are provided.
7. All connections are to be metal joist hangers to beams, if not bearing. Bolts to house wall should be no farther apart than 36" on center.
8. Use 4" x 4" treated wood for posts. The posts should be set in or on top of concrete 42" deep. This will ensure that the deck will not shift as the ground freezes and thaws. The post holes must be 10" in diameter.
9. Two (2) required inspection, one inspection of post holes and final inspection.

CITY OF COUNTRY CLUB HILLS
DEPARTMENT OF COMMUNITY DEVELOPMENT

10. If work is being done by a contractor or anyone other than the homeowner they must be licensed with the City of Country Club Hills.

11. Deck Permit Fee \$100.00