



Community Development Department
Building Services Division
4900 Village Commons
Matteson, IL 60443
(708) 481-8313

DECK PERMIT TIP SHEET

- Submit Completed Building Permit Application
- Submit a Copy of your Plat of Survey showing the location of the deck, dimensions of the deck and measurements from the property lines.
- Submit a Framing Plan showing the material to be used and span.
- Submit a list of ALL materials to be used (a separate list is not required if this information is provided on the drawing).
- Submit Homeowner's Association permission, if applicable.
- Permit may be obtained by either the homeowner or contractor. If a contractor then must be licensed and registered with the Village of Matteson.
- Permit fee to be paid upon issuance of the building permit.

Notify J.U.L.I.E. at 1-800-892-0123 to locate all public utilities for underground lines BEFORE any digging.

To expedite the review process, please refer to items listed below when preparing your permit submission:

1. A deck, porch or similar structure located within a front yard or corner side yard shall maintain the required front yard or corner side yard setback as that of the principal structure (home)..
2. A deck shall maintain a minimum rear yard setback of five (5) feet, unless there is an existing public utility, drainage or landscape easement. A deck shall not be located within a public utility, drainage or landscape easement.
3. The total of all accessory structures or uses cannot occupy more than 30% of the required rear yard.
4. A deck shall maintain a minimum interior side yard setback as follows (refer to subdivision in which you live):

FIVE FOOT SIDE YARDS

Applewood
Butterfield Creek
Oakwood

Brookmere
Glenridge
O'Connor North/South

Pattersonville
218th Street

SEVEN FOOT SIDE YARDS

Butterfield Place
Cricket Hill
Golf View Estates
Matteson Farms
Michael-John Manor
Oxford Estates
The Pointe
Woodgate

Cedar Creek
Feathercreek
Holden Park
Matteson I.C. Estates
Newbury
Providence Manor
Trinity Creeks

Creekside
Glen Eagle Trail
Lincoln Terrace
Matteson Station
Old Matteson
Ridgeland Manor
Virginia Estates

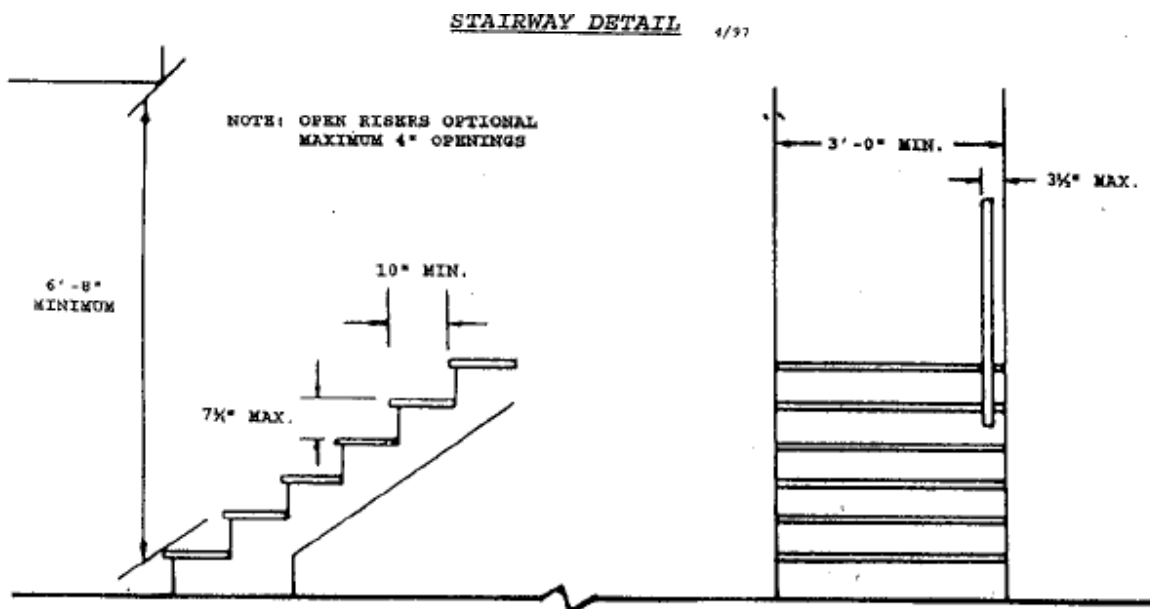
5. A roofed-over deck shall maintain the minimum setbacks as required for the principal structure (home).
6. **Posts** must be set and bolted to concrete piers. If the deck is attached to the house, the piers shall be a minimum of forty-two (42) inches in the ground. The piers must be wider at the bottom than at the top. A minimum of ½" x 8" anchor bolts are required to secure the posts to concrete piers.

Post sizes are 4x4 minimum of decks six (6) feet or less above grade and 4x6 for decks over six (6) feet above the ground. Decks with posts over ten (10) feet above the ground cannot be used and require an engineered design.
7. **Bridging** is required if the span is over six (6) feet in length.
8. Siding or the flashing finish system must be removed prior to the installation of the ledger board. Flashing is required at any ledger board connection to a wall of wood-framed construction. Lag screws shall have a minimum diameter of 3/8" and shall be hot dipped galvanized or stainless steel.
9. **Stairs** shall have solid treads.
10. **Risers** shall be closed: Exceptions:
 - a. For two or less steps
 - b. If riser openings are under four (4) inches
11. Maximum riser height is 7 ¾ inches.
Minimum tread cut is 10 inches.
All treads shall have a nosing of approximately one (1) inch.
12. Four risers or more require handrails.

13. **Handrails** shall not be less than thirty-four (34) inches and not more than thirty-eight (38) inches measured vertically above the nosing of the tread. The handrail shall not have a cross-sectional dimension of more than 2 ¼ inches or less than 1 ¼ inches. The edges of the handrail should be rounded to remove all sharp edges.
14. All decks less than twenty-four (24) inches above the grade shall have a vegetation barrier under the entire structure. The entire barrier shall be secured to prevent it from moving. If plastic is used, it shall be black, 6-ply plastic or better.
15. The drawing needs to reflect how the deck will attached or secured to the house.

STAIRWAYS

1. Balusters for the handrails shall be designed in order that a sphere with four (4) inch diameter **CANNOT** pass through the opening.
2. Guardrails are required on a deck that has a landing which is more than thirty (30) inches above the lower grade.
3. Guardrails around the deck need to be a minimum of thirty-six (36) inches in height.
4. Guardrails should have intermediate rails, such that a sphere with a diameter of four (4) inches **CANNOT** pass through the opening.
5. See stairway detail



INSPECTIONS

Deck Permit Tip Sheet
Page 4 of 4

The following inspections are required for construction of a storage shed:

1. Inspection is required after postholes are dug,
2. Rough framing (ledger board must be attached), and
3. Final inspection shall be performed upon completion of the storage shed.

Contact the Building Services Division at (708) 481-8313 to schedule the required inspections.

Last revised 7/7/10