

## Decks

This informational guideline has been developed to identify the minimal requirements to install a deck or similar structure. The information provided outlines information that is pertinent to the City of Sandwich's adopted Building Codes, Ordinances and required inspections. These guidelines are by no means all inclusive, but they do identify the most critical requirements that are involved in this type of project. State law requires you to call J.U.L.I.E. (811 or 800-892-0123) before any digging project.

### Need to Submit

1. Building permit application
  - a. Application shall be completed with all required information that is pertinent to the proposed scope such as: site address, description of work, contractors to be used on job, total cost of job, applicant contact information.
  - b. Provide copy of plan showing deck details. (A copy is attached for convenience) or an inclusive deck plan from contractor or applicant entailing everything on attached plan.
  - c. Provide legal Plat of Survey marked to identify the proposed location with dimensions to lot lines, dimensions to existing house with size of new deck and dimensions of existing patios, decks, accessory buildings, pool, etc.
2. Procedure steps
  - a. Fill out application for permit with plats of survey.
  - b. It is applicant's duty to ensure their Homeowners Association (if applicable) approval before starting work. This is **not** performed by the City of Sandwich.
  - c. Approval will be given/ denied from the building department and applicant will be informed of decision.
  - d. A permit fee of \$60.00 must be submitted.
  - e. Inspections needed. Applicant **MUST** make these calls to set up inspections
    - i. First inspection includes inspection of three separate items.
      - a. Hole inspection to see the proper size and depth.
      - b. Ledger board must be properly attached to the house.
      - c. Flashing must be installed
    - ii. Final inspection/ deck complete.

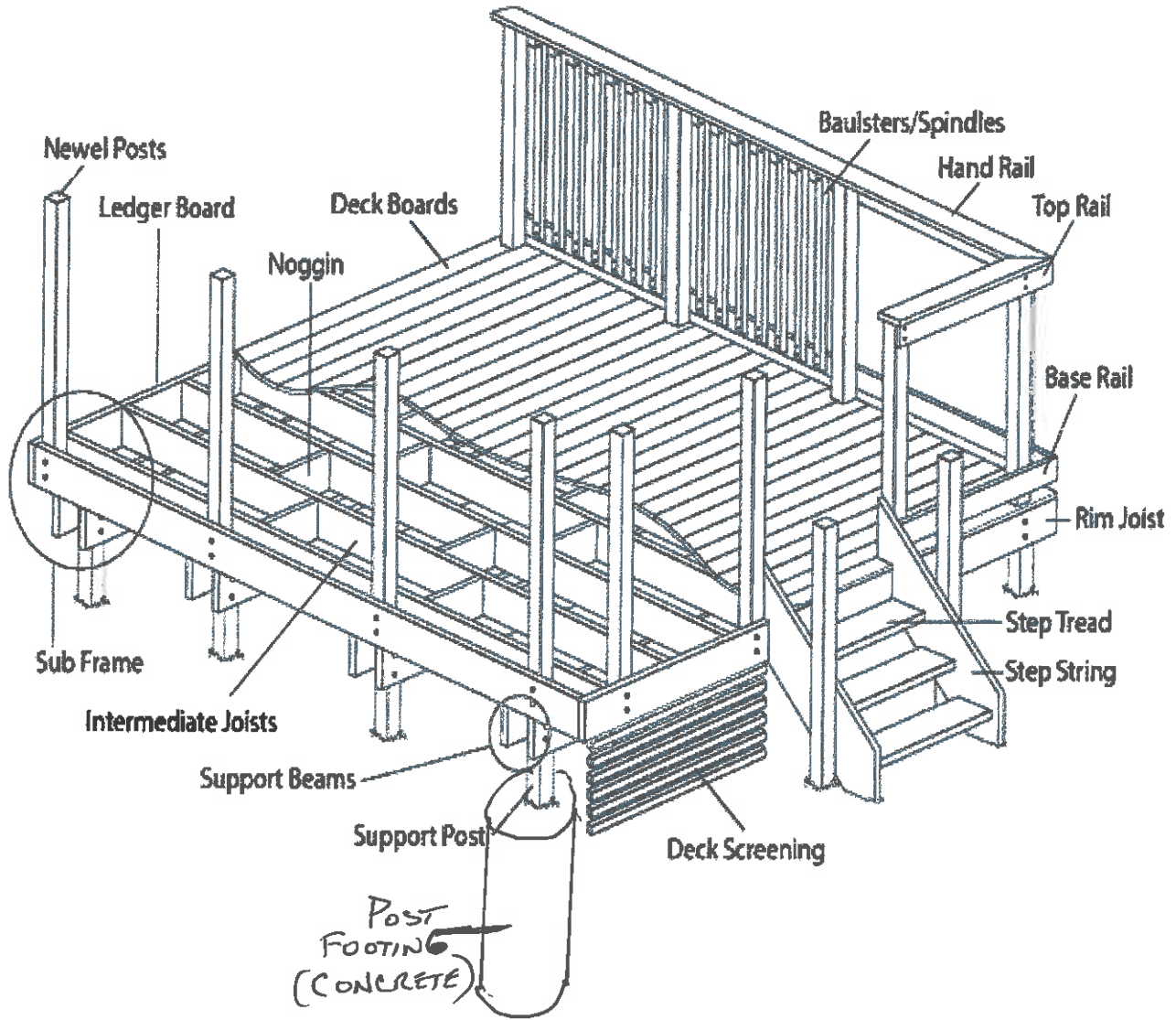
## Deck Requirements and Check List

1. What is the construction material? \_\_\_\_\_  
*Any wood with 6" of ground must be decay resistant*
2. What is height of deck above grade of yard? \_\_\_\_\_ (inches)
3. What is thickness of the deck flooring? \_\_\_\_\_ (inches)
4. What is size and spacing of floor joists? \_\_\_\_\_ X \_\_\_\_\_ spaced \_\_\_\_\_ (inches) on center  
*Maximum spacing is 16" o.c..*
5. What is size and spacing of posts? \_\_\_\_\_ X \_\_\_\_\_ spaced \_\_\_\_\_ (inches apart)  
*Posts must sit on concrete with appropriate brackets*
6. What is size of post footings? \_\_\_\_\_ (diameter) \_\_\_\_\_ (depth)
7. If attached to house, minimum diameter is 12" and minimum depth is 42". A free standing deck needs to be a minimum of 10' away from house and then minimum depth is 24"
8. Is deck attached to house? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how is ledger attached and what type of flashing is to be used? \_\_\_\_\_  
*A deck that is not at least 10' away from house needs to be attached to house.*
9. What are size and spans of header/beams? \_\_\_\_\_ X \_\_\_\_\_ long
10. What is height of guardrail? \_\_\_\_\_ (inches)  
*Minimum height is 36" if deck is 30" or more above grade*
11. What is spacing of vertical balusters \_\_\_\_\_ (inches)  
*4" is maximum spacing*
12. What is height of stair rise? \_\_\_\_\_ (inches)  
*7"- 3/4" is maximum rise/ no rise may differ more than 1/4" in total run of stairs/top to bottom*
13. What is width of stair tread? \_\_\_\_\_ (inches)  
*Minimum width is 10" from nosing to nosing. If actual risers are used, there must be a tread overhang of 3/4" (minimum) to 1 1/4" (maximum)*
14. Is handrail provided? Yes \_\_\_\_\_ No \_\_\_\_\_  
*Handrail is required for 3 or more risers and must be graspable and must have returns at each end.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City of Sandwich  
Building Department  
144 E. Railroad Street  
Sandwich IL 60548  
815-786-8802



Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_