



Village of Kirkland

511 W. Main St. · P.O. Box 550
Kirkland, Illinois 60146
Phone: (815) 522-6179

DECK PERMIT CHECKLIST

INFORMATION TO BE SUBMITTED WHEN APPLYING:

- ☐ 1. All deck constructions should be designed by a licensed design professional or designed in accordance with DCA 6, available the American Wood Council website www.awc.org.
- ☐ 2. A Site Plan or Plat of Survey showing the proposed location of the deck on the property.
- ☐ 3. Provide scaled, detailed drawings or plans indicating construction details including type and size of all lumber.
- ☐ 4. Elevation view with measurements of grade to top of deck and top of railing
- ☐ 5. Detailed plan view (overhead) drawing showing size and layout of:
 - ☐ a. joists
 - ☐ b. beams
 - ☐ c. decking
 - ☐ d. placement of piers
 - ☐ e. details on guardrails (when 30 inches above grade) and handrails (4 or more risers) when required
- ☐ 6. Provide details of ledger connection to the house and rail post attachments
- ☐ 7. Stairway profile details including handrails noting dimensions, support, and locations
- ☐ 8. Foundation / footing / post hole design
- ☐ 9. Fastening systems utilized (hangers, specialty listed bolts, etc.)
- ☐ 10. Flashing and attachment detail to the existing structure
- ☐ 11. Indicate location of windows within 10 feet of the stairway
- ☐ 12. Indicate location of electrical meter
- ☐ 13. **Pre-payment of Plan Review Fee \$35**
- ☐ 14. Contact B&F Construction Code Services, Inc at 847-428-7010 for additional project inquiry questions, and for all inspections. 24-hour notice required for inspections.

Decks Require 3 inspections: ☐ **Posthole** ☐ **Framing** ☐ **Final Inspection**

Screened enclosures, hot tubs, and electrical **REQUIRE** additional review and inspections

*If electricity is to be installed, this **MUST** be noted on the permit application and drawings.*

Note: The above information comes as part of the permit application and compliance is required.
Call **JULIE – 811**, to locate all underground utilities.