



CITY OF HIGHLAND PARK
WOOD DECK PERMIT APPLICATION REQUIREMENTS

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
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Visit www.cityhpil.com/building for a complete list of adopted codes and amendments.

Required Documents (other information or documentation may be required based on the details of a property or proposal)	Document Attached
<ul style="list-style-type: none"> • Exterior or General Building Permit Application <ul style="list-style-type: none"> ○ Indicate material(s) ○ Indicate if property is in a flood plain or historical (if known) ○ Signed by property owner and Applicant (if different than property owner) 	
<ul style="list-style-type: none"> • Architectural drawings <ul style="list-style-type: none"> ○ Elevations including heights and post & footing detail ○ Framing detail with joists, beams, ledger detail, connection methods, flashing, etc. ○ Rail detail including handrail detail, guardrail detail, openings, connection methods, etc. 	
• Plat of Survey & detailed site plan (with all measurements, including existing versus new if changing)	
• Detailed Scope of Work / Contractor Quote	
• Letter of Homeowner’s Association approval (if applicable)	
• Proof of Ownership (if applicable)	
• Tree preservation/removal permit (if applicable) <ul style="list-style-type: none"> ○ No heavy equipment, no material storage, and only hand dig holes under driplines of trees ○ Call Forestry 847.926.1179 for further information or with questions 	
Other Items to Note (not inclusive and specific proposals may follow different or additional requirements)	
• Zoning / Historic / Floodplain Maps: www.cityhpil.com (Development > Property Search > Map Gallery)	
• Deck shall not be closer than 3’ to any property line (2’ if less than 12” above grade)	
• Deck posts are prohibited from being buried below grade and shall be anchored to concrete footings above grade.	
• See 2018 IRC, Section R507 (“Exterior Decks”) for residential deck construction <ul style="list-style-type: none"> ○ <i>Ex. Ledger board detail per 2018 IRC R507.8 and R507.9</i> 	
• See 2018 IRC, Section R311.7.5 for residential step construction (max. 7-3/4” riser height, min. 10” tread depth)	
• See 2018 IRC, Section R311.3 for residential landings (min. 36” in the direction of travel, for more than 2 risers)	
• See 2018 IRC, Section R311.7.8 for residential handrails (required for 4 or more risers, 34-38” tall from nose of tread)	
• See 2018 IRC, Section R312 for residential guardrails (required for surfaces 30” or more above grade)	
• See City Code, Chapter 171 for detailed information regarding Drainage and Grading (D&G) <ul style="list-style-type: none"> ○ <i>May not interfere with drainage of contiguous properties (i.e. no additional or concentrated storm water runoff or retention)</i> 	
• See City Code, Chapter 172 for detailed information regarding Infill Construction	
• Commercial and Multi-Family: Must be reviewed by the Plan and Design Commission	
• Required Inspections: 1-Footing hole, 2-Framing, 3-Final inspection (all work is complete)	

PLEASE SEND PERMIT APPLICATIONS VIA EMAIL TO: building@cityhpil.com

PLEASE SEND INSPECTION REQUESTS VIA EMAIL TO: buildinginspections@cityhpil.com