The following information must be filled-out on the application in order to approve the permit.

- Date of Application
- Name of Owner of Property and Phone Number
- Project Address
- Description of Project
- Cost of Project
- All contractor's hired on the project: Name, Address, and Phone Number (Indicate "Homeowner" if a licensed contractor is not being used)
- Sign and Date Permit Application

**PLAT OF SURVEY**

A Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the deck, porch and/or gazebo exact location with dimensions on the plat. Draw the distance from the structure to side and rear lot lines. Please provide drawings showing pier locations, railing height and spacing, and a materials list.

**FEE**

The fee for a deck, and gazebo permits are $50.00. Porches are a minimum of $50, depending on construction. Payment is not required until the permit is picked-up at the Clerk's Office.

**PERMIT ISSUANCE**

Permits take approximately **SEVEN TO TEN BUSINESS DAYS** to process. The Building Department will notify the property owner by telephone when the permit is ready. **All permits are to be picked-up at the Village Clerk's Office located in the Village Hall, NOT the Building Department.**

**PERMIT EXPIRATION**

The life of a permit is six (6) months from the date of issue. A permit may be extended past the six (6) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within three (3) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

**CONTRACTORS**

All contractors doing work in the Village of Tinley Park must be licensed and bonded with the Village prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. At any time during the permit approval process or during construction after permit is approved and issued a decision is made to change any contractor listed on the application, a Change of Contractor form must be completed and submitted to the Building Department. Verification of the new contractor's license and bond status as current must be confirmed by the Village before work on the project can resume.
The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible. A permit is also required for replacements.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

The deck must be five (5) feet from property lines and cannot be placed on an easement.

Open air porches are allowed to encroach into the front and/or side yards 35% of the front and/or side yard setbacks determined by the zoning district of the property, for a maximum of 15 feet. They must remain five (5) feet from the side property lines with consideration to the easement size.

All design loads to conform to International Building Code (IBC) 2012 and International Residential Code (IRC) 2012.

Pier Dimensions  8 inches in diameter
Pier Depth  42 inches below grade
Framing Details  Provide a list of framing members being utilized to erect deck structure
Guards  Guards are required when platform extends more than 24 inches above grade. Guards are to be 36 inches in height on residential properties and a minimum of 42 inches in commercial properties.
Handrails  Handrails must be provided for all stairways with 4 or more risers; handrails shall not be less than 30 inches and nor more than 38 inches vertically above the leading edge of threads or above finished floor.
Balusters  Must be so that a 4 inch sphere may not pass through any opening. No ladders style balusters allowed.
Height  Maximum height of an accessory structure is 15 feet above finished grade

If you have any questions, please contact the Building Department at (708) 444-5100.
How to Read Your Plat of Survey

LOT 1 IN BLOCK 1 IN TINLEY PARK VILLAS, A SUBDIVISION IN THE WEST 1/2 OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 19 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

(sample description)

Rear Lot Line

Public Utility & Drainage Easement

Side Lot Line

Front Building Line

Public Right-of-Way (R.O.W.)

Sidewalk

Contact Tinley Park Building & Planning Department at (708) 444-5100 for further questions
How to Read Your
Corner Lot Plat of Survey

LOT 1 IN BLOCK 1 IN TINLEY PARK VILLAS, A SUBDIVISION IN THE WEST
1/2 OF SECTION 30, TOWNSHIP 36 NORTH, RANGE 15 EAST OF THE
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.
(sample description)

Rear Lot Line

Front Lot Line

Front Building Line

Front Yard

Sidewalk

Rear Yard

Public Utility & Drainage Easement

Pool

Accessory Structure

Concrete Drive

Side Lot Line

Fence Line

Side Yard

Public Right-of-Way (R.O.W.)

Contact Tinley Park Building & Planning Department at
(708) 444-5100 for further questions
Village of Tinley Park
Residential Permit Application
16250 Oak Park Avenue, Tinley Park, IL 60477
(708) 444-5100 Fax (708) 444-5199

Date of Application ___________________________ Permit # ___________________________

Name(s) of Property Owner(s) ___________________________________________ Phone ___________________________

Address of Project: _______________________________________________________

Description of Project: (please provide all dimensions, materials: for example: wooden shed 10ft L x 10ft W x 15 H)

________________________________________________________________________

Total Cost of Project: $ ___________________________

CONTRACTOR INFORMATION
PLEASE PROVIDE NAME, ADDRESS AND PHONE NUMBERS

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<th>Plumbing</th>
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| Carpentry     |             |             |            |             |             |             |
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| City          |             |             |            |             |             |             |
| State         |             |             |            |             |             |             |
| Phone         |             |             |            |             |             |             |

| Concrete      |             |             |            |             |             |             |
| Address:      |             |             |            |             |             |             |
| City          |             |             |            |             |             |             |
| State         |             |             |            |             |             |             |
| Phone         |             |             |            |             |             |             |

| Drywall       |             |             |            |             |             |             |
| Address:      |             |             |            |             |             |             |
| City          |             |             |            |             |             |             |
| State         |             |             |            |             |             |             |
| Phone         |             |             |            |             |             |             |

| Electric      |             |             |            |             |             |             |
| Address:      |             |             |            |             |             |             |
| City          |             |             |            |             |             |             |
| State         |             |             |            |             |             |             |
| Phone         |             |             |            |             |             |             |

| Excavator     |             |             |            |             |             |             |
| Address:      |             |             |            |             |             |             |
| City          |             |             |            |             |             |             |
| State         |             |             |            |             |             |             |
| Phone         |             |             |            |             |             |             |

Signature of Applicant(s) ___________________________

Please check if applicant is owner ___________ or contractor ___________