



Village of Tinley Park - Building Department  
**Gazebo / Porch Requirements**

16250 S. Oak Park Avenue  
Tinley Park, Illinois, 60477  
(708) 444-5100  
building@tinleypark.org  
www.tinleypark.org

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

- Date of Application
- Address of Structure
- Real Estate Tax ID Number (Found on Real Estate Tax Bill)
- Lot Number (Found on Plat of Survey)
- Subdivision Name
- Estimated Cost
- Project Description – Measurements of Deck, Porch and/or Gazebo
- Owner’s Name, Address and Phone Number (After project has been completed)
- General Contractor’s 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’s 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 material’s list.

**FEE**

The fee for a deck, porch and/or gazebo permit is \$50.00. If the structure will be placed on the easement, the cost of the permit is an additional \$50.00 to cover the cost of recording fees with the County. 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 Community Development Department will notify the property owner by telephone when the permit is ready.

**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 Official. 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 Official.

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## 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.

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## PROPERTY OWNERS

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.**

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## J.U.L.I.E.

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.

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## PLACEMENT OF DECKS

The deck must be five (5) feet from property lines and cannot be placed on an easement without written permission from all utilities. An information sheet of phone numbers for letters of encroachment is attached.

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## FRONT PORCHES

Open air porches cannot extend more than five (5) feet into the front yard setback. They must remain five (5) feet from the side property lines with consideration to the easement size.

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## BUILDING CODES

### **Porch / Gazebo Roof construction:**

- ❖ Rafters shall be sized per IRC Table R802.4.1(3)
- ❖ Ridge beam shall be one size larger than rafters.
- ❖ Rafter uplift shall be per IRC Table R802.11 Roof slopes 4:12 or less.  
Exceptions:
  1. Wind speeds not exceeding 115 mph
  2. 5:12 or greater roof slope (42% slope) and the roof span < 32 feet or less
  3. Spacing of rafters or trusses does not exceed 24" o.c.
- ❖ Post shall be anchored to concrete piers with metal connectors for such use. Retrofit anchors not allowed on replacement or new construction. Retrofit anchors allowed on repairs only.
- ❖ Gutters are required and downspout terminations shall be min. 5' from property lines.
- ❖ Eave & gable edge flashing is required per IRC905.2.8.5

**If you have any questions, please contact the Community Development Department at (708) 444-5100.**

