



DECK - CHECKLIST

Required Application Forms:

- Building Permit Application

Required Additional Documents:

- Two (2) copies of a scaled Plat of Survey not more than 5 years old
- Six (6) copies of the scaled site plan showing the location of the proposed deck
- Four (4) sets of detailed deck drawings showing all dimensions including height above natural grade
 - Riser heights of stairs (If applicable)
 - Railing detail (If applicable)
 - Footings detail
 - Framing detail



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093
(847) 716-3520

Building Permit Application

Permit #: _____

Date: _____

Permit Address _____ Winnetka, IL 60093

Description of Work _____

Estimated Construction Cost \$ _____

CONSTRUCTION COST includes cost of all materials and labor. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same. **The Village may request submittal of sign contract(s) to verify construction cost estimate.**

Square Footage of Building/Structure Work Area (complete applicable sections)

- a. Newly constructed building areas (new principal or accessory structures, additions) _____ sq. ft.
b. Remodeled building areas (kitchens, baths, etc.) _____ sq. ft.
c. Total (a+b) _____ sq. ft.

Property Owner Information

Name _____

Address _____ City _____ State _____

Daytime Phone _____ Email _____

Primary Contact *(Note: all correspondence will be with the primary contact)*

Name _____ Phone _____

Email _____

Architect's Information Not Applicable

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

General Contractor's Information

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____



Submittal Requirements:

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the checklist(s) must be submitted with this application form in order for the application to be deemed complete.

Disclosure & Signatures:

The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.

Signature of Property Owner: _____ Date: _____

Print Name: _____

Signature of Owner's Authorized Designee: _____ Date: _____

(Must attach Designee Form)

Print Name: _____

Relationship to Property Owner: _____