



Village of Deerfield
Checklist of Submission Requirements for
Permit Applications

Effective Date:
January 1st, 2016

Issued by:
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Decks / Patio

Permit is Required:

Installation of a new deck
Replacement/repair of existing deck
Installation of a new patio
Replace existing patio

Permit is NOT Required:

Minor repairs to existing deck

ALL Submissions for a Deck / Patio Permit Application Require:

- A **completed** Building Permit Application with **ALL** of the following information:
 - Homeowner's name, address, phone number and signature
 - Contractor's name, address, phone number and signature
 - Estimated Cost of the Job
 - Brief Description of work to be done

Plan submittal requirements for Deck / Patio:

- REPLACE EXISTING** - 2 copies of the property plat of survey marked to show the existing location and dimensions of the Deck / Patio.
- DECK** – Plans reflecting the complete deck construction. Also include how the deck is going to be correctly anchored to the primary structure according to code requirements.
- INCREASE IN SIZE TO DECK / PATIO** : Any deck or patio that is increasing in size will be sent to the Village Engineering department for review. Submit 3 copies of plans for Engineering review reflecting all required set back dimensions and any grading and drainage requirements. An Engineering Checklist will also be required at submittal and can be found on the Village website under the Engineering department.
- CONCRETE PATIOS**: Concrete contractors are required to have \$5,000 surety bond and pay a \$50 yearly licensing fee.

ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →

Permit Processing Time:

- Deck / patio permits for basic remove and replace are reviewed within the building department only and will be reviewed in the order received.
- Plans that require the Village Engineering review will require more time and is dependent on the volume of work in that department at that time.

Permit Fees:

- DECK PERMITS:
 - Plan review fee must be submitted with the application Plan review fee based on the Cost of the Project (cash or check only).
 - Fees are \$23.00 per \$1,000 (or increment) of the cost of the project up to \$10,000. Over \$10,000 the fee will reduce to \$17.20 per \$1,000.
 - An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
 - The Village can accept cash or check only.
- PATIO PERMITS:
 - No review fee is required at submittal.
 - Paver patio permits will be charged a flat fee of \$50 plus an Infrastructure Impact Fee of 0.5% of the cost of the project.
 - Concrete patios fees are \$23.00 per \$1,000 (or increment) of the cost of the project up to \$10,000. Over \$10,000 the fee will reduce to \$17.20 per \$1,000.
 - An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
 - A concrete inspection/compliance fee of \$100.00 will be included.

Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements.