

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

- Date of Application
- Name of Owner of Property and Phone Number
- Project Address
- Cost of Project
- Real Estate Tax ID Number (found on Real Estate Tax Bill)
- 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 & Drawings

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, gazebo and/or porches 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

Deck or Open Porch Permit fee: \$0.10/sq ft. minimum of \$50. The deck bond shall be \$0.10 a square foot with a minimum of \$50.00. Open porch or patio permit fee: \$0.10 a square foot with a minimum of a \$30 permit fee. The open porch or patio bond shall be \$0.10 a square foot with a minimum of \$30.00. The inspection fee for a deck, open porch or patio shall be \$50.00 per inspection. Payment is not required until the permit is picked-up at the Clerk's Office.

Deck & Porch Inspections

A posthole inspection is required to check depth requirement of 42 inches deep- if deck is attached to house and final inspection when project is complete.

Permit Issuance

Permits take approximately **three to five business days** to process. The Building Department will notify the property owner by telephone when the permit is ready. All permits to be picked-up at the Village Clerk's Office.

Contractors

All contractors doing work in the Village of Worth must be licensed and bonded with Village prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded.

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.**

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 811.

Placement of Decks:

The deck must be five feet from property lines and cannot be placed on an easement without written permission from all utilities.

Front Porches:

Open air porches cannot extend more than five feet into the front yard. They must remain five feet from the property lines.

Building Codes:

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| Pier dimensions: | 8 inches in diameter |
| Pier Depth: | 42 inches below grade |
| Guardrails: | Are required when platform extends more than 24 inches above grade. Railings are to be 32 to 36 inches in height on residential properties and a minimum of 42 inches in commercial properties. |
| Handrails: | Must be on exterior steps of more than three (3) risers. Handrails shall not be less than 30 inches and no more than 38 inches vertically, above leading edge of treads or above finished floor. |
| Balusters: | Must be so that a 4-inch sphere may not pass through any opening. No ladders style balusters allowed. |
| Heights: | Maximum height of all accessory structures is 15 feet above finished grade. |

If you have any questions, please contact the Building Department at 708- 923-7507.