



At the Heart of Community

# Exterior Porches

Stoops, Landings & Stairs

## Handrails/ Guardrails

\*\*Handrails are required on one side of any stairway with 3 or more risers and both sides of stairs 5 feet and wider.

\*Handrails shall be 34"-38" high measured vertically from the nose of the tread.

\*Handrails shall be no more than 2 5/8" across.

\*Handrails shall have a minimum of 1 1/2" between any wall surface and the handrail.

\*Guardrails are required on any walking surface or raised area 30" or more above grade.

\*Guardrails shall be a minimum of 36" in height.

\*If balusters are used in guardrails, the spacing shall be no more than 4" between the balusters.

## Costs

\$22.00 Plan Review Fee  
\$75.00 Permit Fee



## Rules & Restrictions

\*Provide all measurements for width, depth, tread, riser, height above grade, handrails, guardrails, etc.

\*Stairs in excess of 36" wide shall require additional stringers.

\*All exterior wood in contact with the ground shall be pressure treated.

\*Joists within 18" of the ground shall be pressure treated or naturally decay resistant.

\*The base of stairways shall be anchored to concrete piers.

\*Stair tread minimum 10" deep.

\*Stair riser shall have a maximum height of 7 3/4"

\*Maximum difference between highest and lowest risers is 3/8."

\*Call J.U.L.I.E. (800-892-0123) before digging.

## Note:

\*If an inspector needs to return more than once for the same phase of any required inspection, a \$85.00 residential re-inspection fee or a \$170.00 commercial re-inspection fee will be required to be paid before the re-inspection takes place.

## Materials

\*A 4" gravel base is required for concrete slabs.

## What to Submit

\*Completed application.

\*2 copies of a Certified Plat of Survey showing all existing structures, accessories and flatwork with the proposed location of the improvement. Indicate setbacks.

\*2 copies of plan details showing all required measurements for review. Plans shall include any steps, stoops, landings, stairs, handrails, guardrails, etc. that are part of the job. Include all anchoring methods, materials and a wall section – foundation through roof.

## Inspections

\*Inspections are scheduled for A.M. or P.M. Monday through Friday with 48 hours advance notice at 847-540-1696. Call before 1:00 P.M. two days before you want your inspection. Same day re-inspections are not available.

\*Pre-pour inspection before concrete is poured.

\*Final inspection if any handrails or guardrails are to be installed.

**Concrete shall not be ordered or on site prior to completion of inspection.**

I have read and reviewed these requirements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Community Development Department

505 Telser Road  
Lake Zurich, IL 60047  
P: (847) 540-1696 F: (847) 726-2182  
www.LakeZurich.org  
Permits@LakeZurich.org

# Permit Application

Date of Application \_\_\_\_\_

### Project Information

Property Address: \_\_\_\_\_

Type of Project: \_\_\_\_\_ Business Name: \_\_\_\_\_

Owner's Name/Address: \_\_\_\_\_ (If different from above) \_\_\_\_\_  
(For commercial/industrial applications only)

Owner's Phone: \_\_\_\_\_

Value of proposed construction/improvements: \$ \_\_\_\_\_ Owner's Email: \_\_\_\_\_

### Description of Work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contractor Information

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Other Contractor: \_\_\_\_\_ Type: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Other Contractor: \_\_\_\_\_ Type: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Printed Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Owner or Contractor

Property Owner Signature: \_\_\_\_\_ (Please Select One)

Application must be signed by the property owner. A signed letter of authorization/contract from the property owner must be submitted with the application in lieu of signature on application.

Director of Building and Zoning Signature: \_\_\_\_\_ Date: \_\_\_\_\_