



# Village of WILLOWBROOK

## Residential Deck Permit Checklist

### Step-by-Step Application Process

#### 1. Create Online Account

- Go to [willowbrook.onlama.com](http://willowbrook.onlama.com)

Register as a user and log in to begin the application

#### 2. Contractor Requirements

- Upload a Certificate of Insurance:
  - Must name **Village of Willowbrook** as the certificate holder

---

### Permit Application (via LAMA)

#### Step 1

- Log into the LAMA online permit portal at [willowbrook.onlama.com](http://willowbrook.onlama.com)
- Create a new permit application under *Residential – Deck*.
- Enter contractor and subcontractor details:
- Subcontractors (if known at submission) must be listed; otherwise, they must be added before issuance.
- \_\_\_\_\_

#### Step 2: Required Submittals (Upload to LAMA)

Upload the following documents as PDFs:

-  **Plat of Survey** - Must show:
  - Scaled drawing of proposed deck with dimensions
  - Setbacks: minimum 6' from side/rear property lines (or 8' for pool decks)
  - All structures, easements, utilities, and electric services
  - All windows within deck area (especially escape windows)
  - Electric meter/pedestal/pole locations
-  **Deck Framing Plan** - Include:
  - Material specs (e.g., pressure-treated lumber, composite, PVC)
  - Manufacturer specs for composite/PVC
  - Height from grade to decking
  - Joist, beam, and post sizes
  - Pier locations and specs: depth, diameter, spacing, connection details
  - Ledger board size, bolt specs, flashing method (attachments to brick/masonry prohibited)
  - Joist direction and cantilever, if any
  - Beam locations, spans, and post connections
  - Stair design: width, stringers, risers/treads, pier support
  - Guard rail specs: height, post/baluster spacing
  - Location of GFCI tamper-resistant outlet within deck perimeter ( $\leq 6'6''$  above surface)

---

#### **Construction Standards** - Decks must comply with:

- 2018 International Residential Code (IRC)
- 2017 National Electrical Code (NEC)

**Piers:**

- Minimum 12" dia. for 6x6 post, 8" dia. for 4x4 post
- Minimum 42" below grade
- Anchored with galvanized post anchor and 1/2" bolt

**Joists & Beams:**

- Follow span tables in the original document (Page 4-5)
- Joists must have lateral restraints per R507.9
- Beams must be bolted (2 minimum, 1/2" diameter) with washers

**Ledger Board:**

- Minimum size: 2x8
- Not allowed on masonry, veneer, cantilevers
- Continuous flashing and siding removal required
- Lateral Load Connection:
- Use tension devices rated 1,500 lbs (2 locations) or 750 lbs (4 locations) within 24" of deck ends

---

**Stairs**

- Minimum width: 36"
- Max riser height: 7 3/4", Min tread depth: 10"
- Nosing required unless treads  $\geq$  11"
- Stair foundations:
- If deck height  $\leq$  5': 4" slab or piers (24" x stair width)
- If deck height  $>$  5': 4" slab + 42" deep piers
- Bottom riser height deviation:  $\leq$  3/8"

---

**Guards & Handrails**

- Required if deck  $\geq$  30" above grade
- Guard height: 36" (34" on stairs)
- No gaps  $>$  4" (stairs triangular opening: max 6" sphere)
- Handrails: required on 4+ risers, 34-38" height, continuous, graspable, return to wall/post
- 

---

**Step 3: Inspections (Scheduled in LAMA)**

- Deck Footing Inspection (before concrete pour)
- Rough Framing Inspection
- Final Inspection (upon completion)

 **Inspections available Mon/Wed/Fri, 9am–12pm. Minimum 24-hour notice required.**