City of Evanston – Building and Inspection Services Division

DECK/PORCH CHECKLIST
For One and Two Family Residences

All code sections noted are referenced from International Residential Code for One- and Two-Family Dwellings (IRC), 2021 Edition.

The following checklist should serve as a guideline only and will not represent all requirements in construction of a deck or porch. For more information regarding foundation, framing or structural requirements please purchase the 2021 IRC from the International Code Council (ICC) website or visit the City Clerk's Office on the 1st floor of the Civic Center where a copy with local amendments is available for viewing.

- The scope of work will determine what type of contractors will be working on the project. Any contractor (general, carpentry, electrical, etc.) working under a building permit is required to be registered with the Building & Inspection Services Division. The owner-occupant of a single family residence is allowed to perform any aspect of the project scope. Affidavits are required if the owner is performing electrical, plumbing or mechanical work.

- An Illinois Licensed Architect must prepare, sign and seal construction drawing submissions for projects that include multi-story construction, construction supporting roof/snow loads or where the construction cost exceeds $25,000. CAD or similar construction drawings are acceptable for typical single level decks.

Submittal Documents:

- Building Permit Application (online using Citizens Portal)
- Construction drawings that include:
    - A foundation plan, drawn to scale with dimensions. Include pier locations, size and depth below grade. Minimum depth below grade is 42". Galvanized post bases should be provided at concrete pier to wood post locations.
    - A framing plan of deck area, stairs and guardrails drawn to scale with dimensions. Include loads used in sizing of framing, major structural members; joist size, spacing and direction of span. Mechanical reinforcement of joints may be required if existing portions of the porch/deck are to be retained.
    - A stair detail providing stringer, tread and riser dimensions. Maximum riser height 7 3/4". Minimum tread 10".
    - A guardrail and handrail detail providing installation height, baluster spacing and handrail grip size.
    - All fasteners must be corrosion resistant or galvanized materials.
    - All lumber used for exterior applications must be of naturally durable wood or wood that is preservative treated.
- A copy of the Plat of Survey reflecting current conditions to include property dimensions, location of existing buildings and proposed deck/porch location with dimensions (upload).
- Copy of signed contract with construction cost (upload)
- Include a Tree Preservation Plan / Drawing

Approvals:

- Architectural
- Zoning
- Preservation (if applicable)

Fees:

- Based on Construction Valuation
    - If project includes mechanical, electrical or plumbing (MEP) work, please provide corresponding worksheet as a submittal document
- Inspections: $90
    - If project includes MEP work, additional inspection fees will be assessed.

Inspections:
Inspections are scheduled through 311 (847 448-4311 if outside Evanston).
Provide address, permit number and contact information

- Rough Structural – concrete footing/pier prior to pour
- Rough Structural – prior to decking if framing will be concealed and not visible to inspector. If visible, only the final structural is required.
- MEP inspections if applicable
- Final Structural

Resource: American Wood Council's Prescriptive Residential Wood Deck Construction Guide