PORCH / DECK CHECKLIST - MULTI-FAMILY DWELLINGS
(MORE THAN 2 DWELLING UNITS) AND COMMERCIAL PROPERTIES

All code sections are referenced from the 2012 International Building Code as adopted and amended by the City of Evanston.

The following checklist should serve as a guideline only and may not represent all requirements dependent upon the scope of the work. For more information regarding structural requirements please purchase the 2012 International Building Code with amendments from the City Clerk’s Office, 1st floor of the Civic Center.

☐ Scope of work will determine what type of contractors will be working on the project. Contractors (general, electrical, plumbing and mechanical) are required to be licensed. Contact Permit Coordinator for licensing requirements for contractors.

☐ An Illinois Licensed Architect must prepare, sign and seal drawing submissions where construction cost exceeds $10,000 or where construction involves structural work regardless of cost.

The following are minimum requirements to be included in the three (3) copies of plans submitted with an application for permit:

☐ Current plat of Survey and Zoning Analysis form completed.

☐ Provide 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.

☐ Provide floor-framing plan(s) of deck area(s) and stairs and roof-framing plans, 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.

☐ All fasteners must be corrosion resistant or galvanized materials.

☐ Provide tread and riser dimensions.

☐ Provide elevation and section of guardrails and handrails.

☐ All lumber used for exterior applications must be preservative treated.