TOWN OF CORTLAND
ZONING & BUILDING PERMIT INFORMATION
PORCHES, DECKS, GAZEBOS, AND PATIOS (WHEN REQUIRED)

SUBMITTAL CHECKLIST (ALL documents must be submitted; partial submittals will not be processed):

_____ APPLICATION FOR PERMIT, completed where applicable, signed, and dated.

_____ Contractor List

_____ Copy of PLAT OF SURVEY showing location of structure and setbacks to property lines

_____ CONSTRUCTION PLANS (2 sets): Drawings showing material types and how the structure will be constructed

_____ Homeowners Association (HOA) project approval documents, if applicable. It is the applicant's/ property owner's responsibility to check if property is in an HOA and to obtain copy of approval form to submit with application.

Submittal options: • Email: jabraham@cortlandil.org • Drop off: 59 S. Somonauk Rd • Mail: PO BOX 519, Cortland IL 60112

Once the application is approved, an email will be sent that provides permit fee amount and information on payment options.

Required inspection information will be provided with the permit. Please note 48 hr. notice is required for all inspections. It is the property owner/applicant's responsibility to schedule the required inspections. Call 815-756-9041 to schedule inspections.

Contact Information:

Completion of Forms:
Julie Abraham
jabraham@cortlandil.org
815-756-9041

Building (Plan Review):
Robert Cyr, Code Official
rcyr@cortlandil.org
815-756-9041

Zoning Administrator & Engineer
Brandy Williams
engineer@cortlandil.org
815-756-9041

BASIC REQUIREMENTS FOR

PORCH, DECK, GAZEBO, AND PATIO INSTALLATIONS

1. Permit Application:
   All porches, decks, and gazebos require a permit before construction begins. In all cases, a completed permit application must be submitted along with a copy of the Plat of Survey showing the exact location of the proposed porch, deck, or gazebo. In addition to the above information, two (2) sets of drawings must be submitted of how the porch, deck, or gazebo is to be constructed, showing type of lumber used, spans, sizes, etc. Attached porches, decks and gazebos must also show how attachment is to be made to house and show the required pier depth of forty-two (42) inches below grade.

   Concrete patio slabs poured on grade cannot be used as a floor for a future patio enclosure or addition. If this is the intended use, these patios must meet minimum foundation requirements at the time they are constructed and plans submitted must reflect this. Other patios do not require a permit.

2. Placement on Lot: Porches, projecting no more than 10 feet from the structure, are allowed in any permitted yard (front yard, corner side yard, side yard and rear yard). Decks that are open to the sky may be placed in a rear yard or side yard, but not in a front or corner side yard; decks that are permanently roofed over are permitted in a rear yard only. Gazebos are permitted in a rear yard only. Patios that are open to the sky may be placed in a rear yard or side yard, but not in a front or corner side yard; patios that are permanently roofed over are permitted in a rear yard only. Porches, decks, gazebos, and patios must be at least five (5) feet from a lot line and cannot be located in any easement or adversely affect drainage. If the porch, deck or gazebo is attached to the principal structure, it shall be considered part of such principal structure. Maximum ground coverage of all structures shall not exceed forty (40) percent of the lot area. See following page for definitions of deck, patio and porch per Town of Cortland Zoning Code.

3. Code Requirements: Construction and materials shall conform to all codes, laws, and ordinances of the Town of Cortland.

4. Inspections: Information will be provided with permit. 48 hr. notice is required for all inspections.

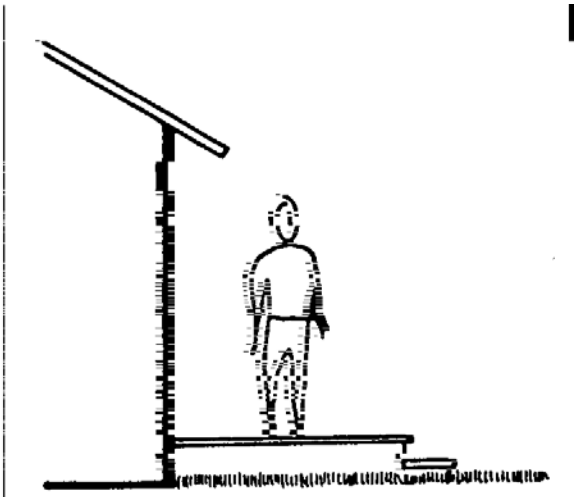
CONSTRUCTION SHALL NOT BEGIN UNTIL PERMIT IS ISSUED

Definitions for Deck, Patio and Porch per the Town of Cortland's Zoning Code

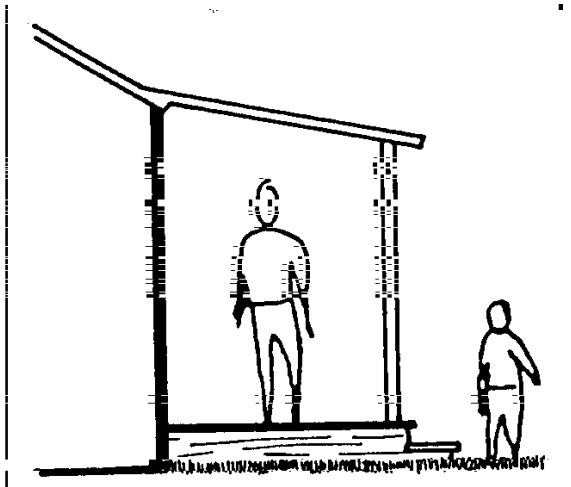
DECK: A level, unenclosed platform serving as a floor and located above the finished grade, and usually directly adjoining or attached to a building.

PATIO: A level, unenclosed surfaced area located at grade and usually directly adjoining or attached to a building.

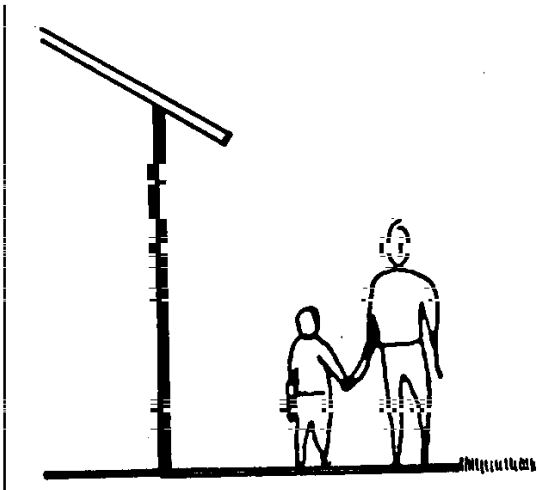
PORCH: A roofed platform supported by the ground and projecting from the wall of a building and having direct access to or from the building to which it is attached. A porch has no solid walls other than the wall of the building to which it is attached. A porch may be enclosed with a mesh screen to keep out unwanted insects, but is otherwise exposed to the elements throughout the year.



Deck



Porch



Patio

TOWN OF CORTLAND
BUILDING PERMIT APPLICATION

APPLICATION DATE:	SQ. FT. OF WORK:	PROJECT COST:	ZONING: (OFFICE USE ONLY)	PERMIT #: (OFFICE USE ONLY)

APPLICANT'S NAME (INCLUDING COMPANY NAME):	APPLICANT'S EMAIL ADDRESS:	CONTRACTOR'S NAME: Same as Applicant ☐
APPLICANT'S ADDRESS:	APPLICANT'S PHONE #:	CONTRACTOR'S PHONE #:
CONSTRUCTION SITE ADDRESS: Same as Applicant's ☐	SUBDIVISION & LOT #:	PARCEL IDENTIFICATION #:
PROPERTY OWNER'S NAME: Same as Applicant's ☐	PROPERTY OWNER'S ADDRESS: Same as Applicant's ☐	PROPERTY OWNER'S PHONE #: Same as Applicant's ☐

BUILDING USE:

☐ SINGLE-FAMILY, DETACHED

☐ SINGLE FAMILY, ATTACHED, # OF UNITS: _____

☐ COMMERCIAL/INDUSTRIAL/OFFICE

☐ MULTIPLE-FAMILY, # OF UNITS: _____

NUMBER OF BEDROOMS: _____

TOTAL SQ. FT (ALL FLOORS & GARAGE): _____

NATURE OF WORK:

☐ NEW	☐ ELECTRICAL	☐ POOL
☐ ALTERATION	☐ FIRE SPRINKLERS	☐ PORCH
☐ ADDITION/REMODELING	☐ FURNACE	☐ RAMP
☐ REPAIR	☐ GARAGE, DETACHED	☐ ROOF
☐ AIR CONDITIONER	☐ GAZEBO	☐ SHED
☐ DECK	☐ GRADING (SITE) CHANGE	☐ SIDING
☐ DEMOLITION	☐ HOME GENERATOR	☐ SIGN, WITH ELECTRIC
☐ DOOR(S)	☐ HOT TUB/JACUZZI/SPA	☐ SIGN, WITHOUT ELECTRIC
☐ DRIVEWAY	☐ PERGOLA	☐ SOLAR PANELS
	☐ PLUMBING	☐ WINDOW(S)

PLUMBER'S LICENSE #:

ROOFER'S LICENSE #:

ELECTRICAL LICENSE #:

OTHER (DESCRIBE):

_____

_____

DESCRIPTION OF WORK:

_____

_____

_____

_____

As owner or authorized agent of the owner of this project, I hereby certify that the information contained in this application is true and correct, and if a permit is issued, I agree to the scope of work set forth in this application, as well as all plans as submitted, and will conform to all codes, laws, and ordinances of the Town of Cortland including the requirements of Town Code 8-2-7N regarding Soil Erosion and Sediment Control as appropriate. Any errors or omissions to this application and/or plans as submitted, whether approved by the Town or not, shall not relieve me or any of the above listed contractors from performing any work in compliance with all codes, laws, and ordinances of the Town of Cortland. Furthermore, in signing this application, I do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen and shall schedule all required inspections.

OWNER OR AUTHORIZED AGENT:

SIGNATURE	PRINT NAME	DATE SUBMITTED

TOWN OF CORTLAND
CONTRACTOR LIST

	Name	Address City, State, Zip	Phone #	License # *Copy of License is Required*
Architect				
Concrete				
Electrical				
Elevator				
Engineer				
Excavator				
Fence				
Fire Alarm				
Fire Sprinkler				
Lawn Irrigation/RPZ				
Masonry				
Mechanical/HVAC				
Plumbing				
Radon				
Roofing				
Siding				
Other				
Other				
Other				

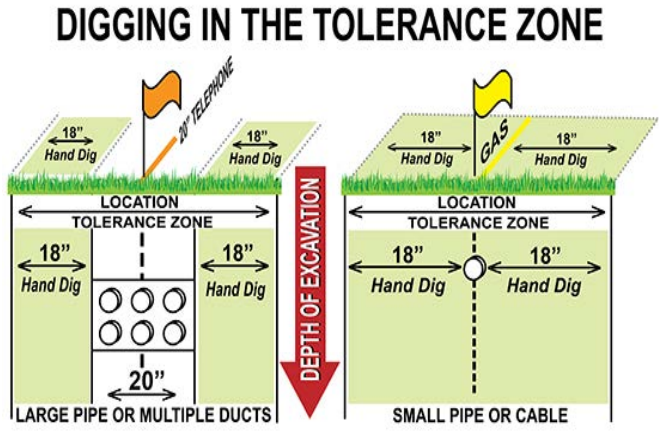
It’s the Law: Illinois Underground Utility Facilities Damage Prevention Act

Call Before You Dig

JULIE

ILLINOIS ONE-CALL SYSTEM

illinois1call.com

You’ll know what’s below by the different flags, stakes or paint.

- **Red** - Electric
- **Yellow** - Gas, oil or petroleum
- **Orange** - Communications
- **Blue** - Potable water
- **Purple** - Reclaimed water, irrigation
- **Green** - Sewer
- **White** - Proposed excavation
- **Pink** - Temporary survey