



VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050
www.northbrook.il.us

Single-Family Residential Deck

Submit the application and drawing requirements listed below for the construction of a Single-Family Residential Deck to permits@northbrook.il.us .

Application Requirements:

- Form 1.1 - Permit Application
- Form 2.1 - Zoning Worksheet – Residential Accessory Uses
- Tree Protection Agreement

Drawing Requirements: (Submit with permit application)

- Construction Drawings
- Site Plan (Civil Engineering Drawings required if **over** 400 sq. ft. of net increase of impervious surface coverage)
- Plat of Survey (Survey must be sealed and to scale)

Please direct any questions regarding the permit process to permits@northbrook.il.us
or call the Development and Planning Services Department at 847-664-4050.
Office hours are Monday-Friday, 8:30am – 4:30pm.



Permit Application

Permit Address _____ Application Date: _____

Property Type (check one):
☐ Commercial/Retail
☐ Other: _____
☐ Single Family Residential
☐ Office
☐ Multi-Family
☐ Industrial

Description of Work _____

Estimated Construction Value \$ _____ (required)

Primary Contact Information (note: all review correspondence will be emailed to the primary contact)

Name _____

Email _____ please print clearly

Phone _____ Fax _____

Check with the Permit Desk associates for any submittal questions 847-664-4050.

Property Owner's Information

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Architect's Information ☐ Not Applicable

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Contractor's Information ☐ Type of Contractor _____

Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Signature of Applicant: _____

Please Print: _____ Date: _____



Zoning Worksheet – Residential Accessory Uses

(See Instructions on Page 2)

Address of Proposed Project

Type of Project: ☐ Deck ☐ Shed ☐ Spa or Hot Tub ☐ Swimming Pool ☐ Other ☐

Zoning Class

☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ R-5 ☐ Other ☐

Lot Area

s.f.

Setbacks (Yards)

	Minimum Setback Required (ft)	Proposed Setback(ft)	Easement/Encroach.
Front			
Corner / Side			
Side	5' - access. structure 6' - pools/spas		
Rear	5' - access. structure 6' - pools/spas		

Height

Max. allowed from lowest grade ____ ft Proposed

Maximum Lot Coverage (Impervious Surface)

50% lot area maximum allowed:

☐ This section not applicable
Allowable Lot Coverage: ____ x .5 = ____
Lot Area Max. Allowable Lot Coverage

Proposed Impervious Surface Calculation:

	Existing Imp. Surf.	New/Added	Total Imp. Surf. (sf)
Building footprint (Incl. attached garage & shed)			
Detached Garage			
Driveway			
Walks / Stoops			
Deck / Patio / Spa or Hot Tub / Pool			
Total Impervious Surface Areas	^b		^a

Net Increase / Decrease (circle): $a - b =$

Impervious Surface Ratio:

÷ =
Total Impervious Surface Lot Area Impervious Surface Ratio

Requirements for Swimming Pool

☐ This section not applicable

Fence/Wall: 5' high (minimum) around pool & Gate: Self-closing / self-latching (54" above grade)

☐ Existing fence/wall (complies with all requirements)

☐ Fence Permit Application submitted

Requirements for Spa / Hot Tub (pre-fab)

☐ This section not applicable

Method of protection:

☐ Locking Cover

Or

☐ Fence Permit Application submitted (see above)

Applicant to Complete the Following Information

Name of person completing this worksheet (please print) _____

Date _____

Telephone / FAX _____

☐ Homeowner ☐ Contractor ☐ Architect ☐ Zoning Reviewer

For office use only:

Approval
Signature
& Date

Instructions

Lot Area:

The area is determined by taking the length x width of your lot. For irregular lots you may have to triangulate in sections and then add the total.

Setbacks:

You must complete the proposed setback column. Please enter the distances proposed from the subject improvement to each of the adjacent property lines.

Height:

For sheds and gazebos, etc. enter the height as measured from the lowest grade around the structure to the highest point of the shed. For decks, please enter the height as measured from the lowest grade around the deck to the top level of decking.

Maximum Lot Coverage:

In the existing impervious surface column please enter the total existing square footage for each of the categories listed. You can often calculate these areas off of the dimensions found on your plat of survey.

In the new/added column please indicate only changes in square footage by category – this change can be plus or minus – for example if you are removing a patio to construct a deck, indicate both of those changes in this column.

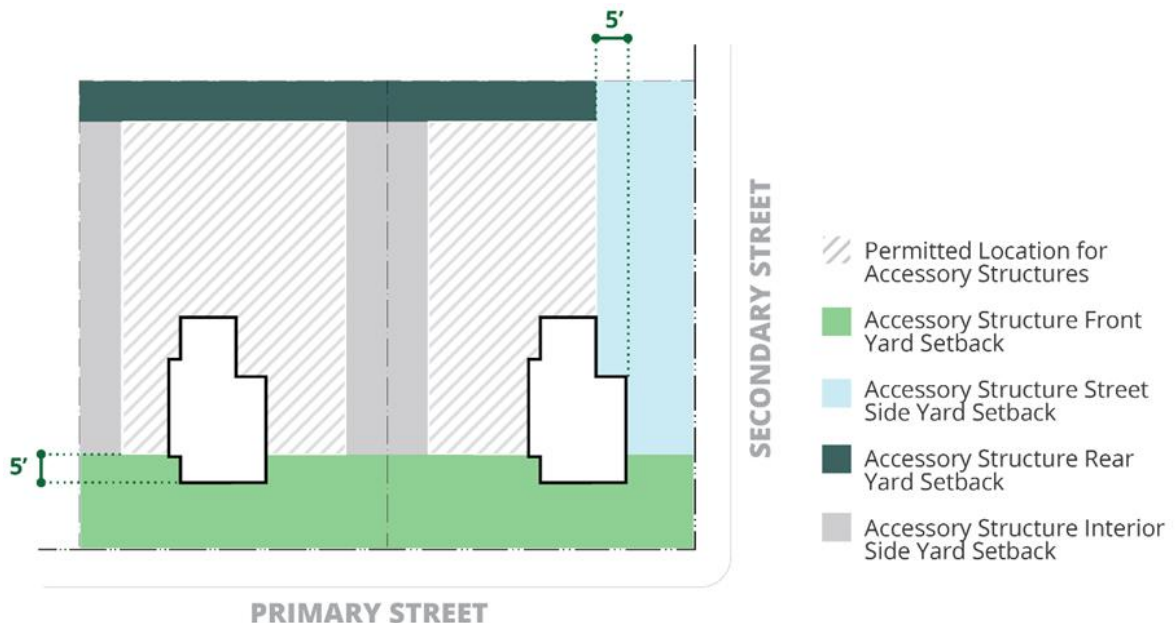
In the total impervious surface column please indicate the total square footage for each of the categories after the proposed construction takes place. The areas from the first two columns should be added and a total should be entered in each of the categories in this third column.

Requirements for Swimming Pool:

A minimum 5-foot high fence or wall is required to enclose an in-ground pool. You may enclose just the pool itself or the entire yard. If you install a fence, it must have a self-closing and self-latching gate, and the latch must be located at least 48" above grade. Please indicate in this section whether your existing fence or wall meets these requirements or whether you are submitting an application for a new fence or wall with your pool permit application.

Requirements for Spa/Hot Tub:

For spas and hot tubs, you have the option of protecting the water with a locking cover or with a fence/wall meeting the restrictions listed immediately above for swimming pools. Please indicate in this section how you which way you will protect the water.



Tree Protection Agreement

Property Address _____ Suite # _____ Date _____

Owner's Name _____

Owner's Telephone Number _____ e-mail _____

Contractor's Name _____ Contractor's Phone Number _____

Scope of Work:

- ☐ Driveway/Patio (remove and replace in kind or under 400 sq ft new)
- ☐ Emergency Sanitary Sewer Repair
- ☐ Interior Alterations
- ☐ Drainage Project/Storm Sewer installation or repair
- ☐ Walkway
- ☐ Water Service
- ☐ Other _____

Is there work to be performed within the public right-of-way? ☐ Yes ☐ No**If yes, please contact Public Works at 847-272-4711 for further information regarding parkway trees.**

I understand that I am not required to provide a tree protection plan for review prior to permit issuance for this emergency or improvement work.

I understand I am required to take all necessary measures to preserve and protect any trees within the designated work area including but not limited to tree fencing, trunk protection and root pruning.

I guarantee there will be no excavating through critical root zones, no materials, equipment or dumpsters stored, or vehicles parked on any unpaved or soft surface within the drip line of any tree on the subject or neighboring property and there will be no drilling into the bark, trunk or branches whereby the tree becomes a structural support for any accessory structures in or around the tree.

I understand that in the event I do not root prune prior to excavation, I will have to root prune any roots within the excavation flush to the wall of the excavation prior to backfilling.

I understand that I may be required to auger and/or bore the new utility rather than open trench within the critical root zone of any tree.

I recognize that the Village of Northbrook has a Tree Preservation Ordinance (Municipal Code Chapter 25). In the event I violate the Tree Preservation Ordinance or this Tree Protection Agreement, I will be subject to all applicable fines and tree replacements and understand I may be subject to a stop work order and be required to provide a full tree protection plan.

I agree to contact the Tree Preservation Officer at 847-272-4711 prior to excavating within 6 feet of any tree._____
Signature of Property Owner or Agent_____
Signer's Printed Name_____
Date**For Office Use Only**

Permit # _____

Date _____

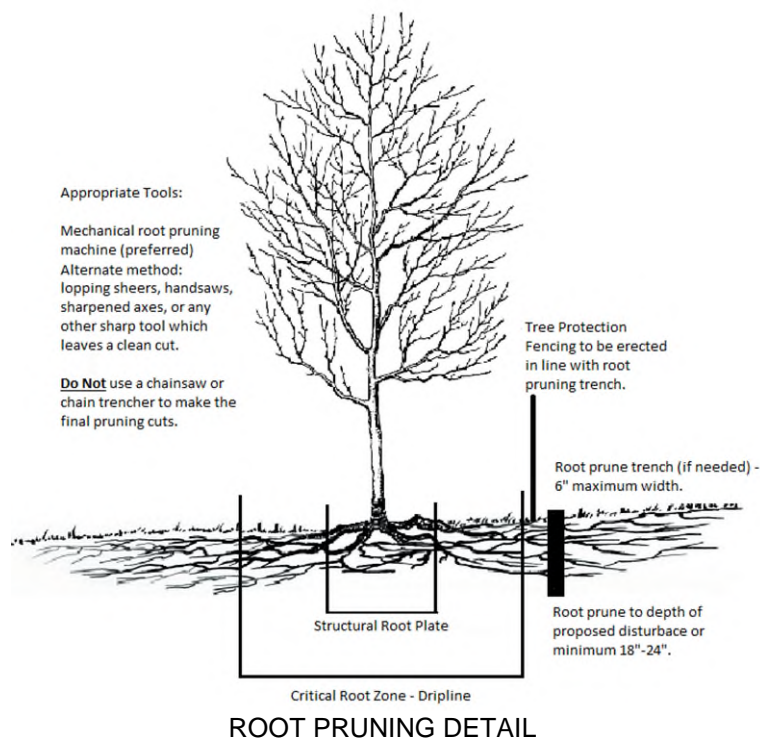
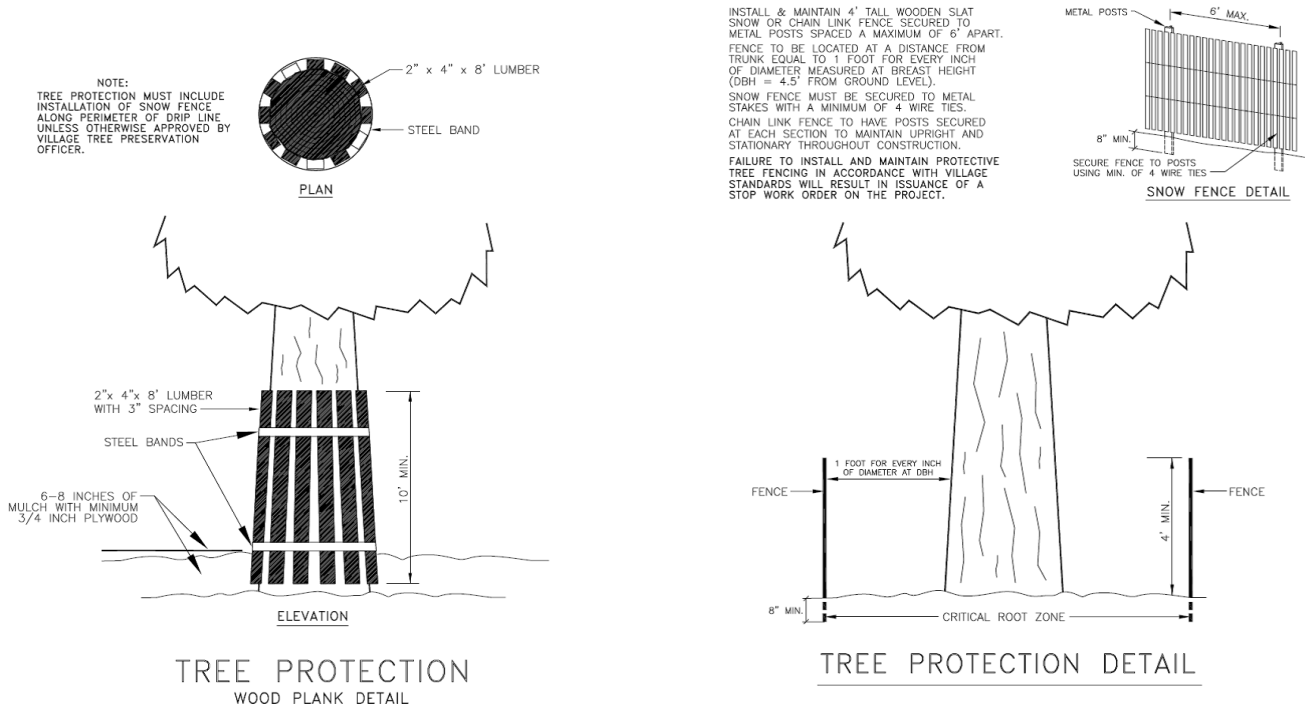
Form Revision Date: 2-29-2024

Excavation Trenches:

1. When any roots are cut or torn during construction, it is **critical** that you **sharply cut all the ends of any exposed roots immediately**. Failure to do so will leave crushed and torn roots. This leads to decay and inhibits growth of new roots.
2. Pile soil on the side of the trench opposite the tree. If this is not possible, place the soil on a plastic tarp, plywood or a thick bed of mulch.
3. Do not compact the backfill on the trench more than its original firmness.
4. Water the backfill to allow the roots to begin healing.

Trenching near a tree can kill as much as 40%-50% of the tree's roots.

If the tree you are working around is in a confined space and your equipment will be coming close, it is important for you to protect the trunk. Wrap the tree trunk in old tires or place 2" x 4" studs around the tree and rope or band them together.





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FORM 6.1

VILLAGE OF NORTHBROOK
Development & Planning Services

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Contractor Business License Application

****Completed applications can be submitted via email to Permits@northbrook.il.us****

This application is required to be completed for all new and renewal licenses

COMPANY NAME _____

D/B/A _____

ADDRESS _____ SUITE _____

CITY, STATE ZIP _____

PHONE _____ CELL PHONE _____

EMAIL (required) _____

(Please print email address legibly!!)

CONTRACTOR TYPE (Please check appropriate box):

☐ **General Contractor \$100**

☐ **Plumbing Contractor N/A [No Village License required; Provide copy of current State Registration (055)]**

☐ **Sewer Contractor \$70**

☐ **Electrical Contractor \$70 [Provide Contractor Registration acknowledging both company and corresponding license holder]***

* If registration does not identify both, a Letter of Intent will be required identifying both company and license holder.

☐ **Pavement Contractor \$70**

Please check one of the following: ☐ **Concrete** ☐ **Asphalt/Sealcoat*** ☐ **Pavers**

* Contractors performing **sealcoating** are required to complete and submit the Village required [Seal Coat Affidavit](#).

☐ **Landscape Contractor \$0**

* Contractors performing landscaping activities utilizing equipment including but not limited to mowers, trimmers, leaf blowers, or hedge clippers must obtain an annual landscape contractor business license.

Has the applicant(s) ever been convicted of or pleaded no contest to a crime of moral turpitude? (check box). ☐ Yes ☐ No

Has the applicant(s) ever been convicted of a felony or unsuccessfully defended a criminal or civil proceedings charging fraud, misrepresentation or unscrupulous business conduct (check box). ☐ Yes ☐ No

AFFIDAVIT

I (we) swear and affirm that all work performed pursuant to this business license application shall be in strict compliance with all provisions of the Northbrook Building Code and all other applicable statutes, laws, rules, regulations and ordinances. I (we) understand that, in the event noted code violations are not corrected during the construction of a permitted improvement, the Village of Northbrook reserves the right to revoke this license.

DATE _____ SIGNATURE OF OWNER _____

Issued License no. _____