



Procedure for Building a Deck

- 1. Make sure your Deck meets City zoning requirements:**
 - a. Maximum height is even with elevation of adjacent floor
 - b. Decks may not be located in any easements
 - c. Decks must meet same setbacks requirements as the house except in an RE-1 zoning (Appletree, Evergreens, Ridgepointe, Turtle Creek and Walden Pond subdivisions) where the deck may project up to 10 feet into the rear yard setback
- 2. Contact the City for a deck permit application and complete it.**
- 3. Submit the following materials to the city:**
 - a. Complete application
 - b. A site plan showing where the deck will be located on the property (can use aerial from city)
 - c. A plan and picture of the deck
 - d. Permit fee of \$50 (checks made payable to the City of Monticello)
- 4. Locate your property pins, mark pins and location of deck.** If pins cannot be located the City reserves the right to require a survey to locate/set pins.
- 5. Request a J.U.L.I.E. utility locate (1.800.892.0123 or www.illinois1call.com) at least 48 hours prior to starting work.**
- 6. Build a deck**

Note:

- * The city has information on the easements in the newer subdivisions. If the city does not have easement information on your property, it is the responsibility of the property owner to obtain that information from the county recorder's office or abstract company. If a deck is located in an easement, the garage may be moved and/or destroyed in the course of work within the easement. The property owner will not be compensated for any damage.
- * An aerial photograph of your property is available from the City.
- * Your permit is good for 1 year from the date of issue.
- * The City of Monticello follows building codes: International Residential Code (IRC) 2003, National Electrical Code (NEC) 2005, Illinois State Plumbing Code 2004.



City of Monticello Miscellaneous Permit Application

Date: _____

JOB SITE ADDRESS: _____

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____

CONTRACTOR (If applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

LOT SIZE: _____ by _____

TYPE OF IMPROVEMENT: ___ Fence ___ Deck / Patio ___ Porch ___ Pool ___ Sign ___ Other

ANTICIPATED START DATE: _____ **ANTICIPATED COMPLETION:** _____

TOTAL ESTIMATED PROJECT COST: _____

PROPOSED SQUARE FOOTAGE: Deck / Patio: _____ Porch: _____

PROPOSED HEIGHT OF FENCE: _____

* **PLEASE NOTE:** The City may, at its discretion, require the location and/or setting of property pins by a licensed land surveyor..

I hereby certify that the proposed work is authorized by the owner or record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant

Application Date