



THE CITY OF LAKE FOREST  
COMMUNITY DEVELOPMENT DEPARTMENT  
800 N. FIELD DRIVE, LAKE FOREST, IL 60045  
PHONE: (847)810-3502/3503 OR FAX: (847)615-4383  
[WWW.CITYOFLAKEFOREST.COM](http://WWW.CITYOFLAKEFOREST.COM)

### DECK PERMIT REQUIREMENTS

*The following is required for a complete permit submittal.*

- RESIDENTIAL BUILDING PERMIT APPLICATION AND GRADING WAIVER APPLICATION.**
- HOMEOWNER'S ASSOCIATION APPROVAL.** Required if your subdivision has an active homeowner's association.
- PLAN REVIEW FEE.** According to the current fee schedule.
- 3 COPIES OF THE CURRENT, STAMPED PLAT OF SURVEY.** Show the location of all existing structures, property lines, easements and the proposed deck.
- 2 COPIES OF DETAILED WORKING DRAWINGS.** Plans shall be drawn at 1/4" scale, sections at 1/2" scale and indicate material specifications, elevation view and pier and post spacing.



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**RESIDENTIAL BUILDING**  
**PERMIT APPLICATION #:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

*Includes Residential Additions, Alterations, Hardscape Work, Deck, Demolition of Structures, Sheds, Tennis Courts, Sports Courts, Siding, Windows, Interior Draintile, Foundation Repairs and Satellite Dishes*

<b>PROJECT ADDRESS:</b>	
<b>PROPERTY OWNER:</b>	<b>PHONE:</b>
<b>MAILING ADDRESS (IF DIFFERENT THAN ABOVE):</b>	
<b>PROPERTY OWNER'S EMAIL ADDRESS:</b>	
<b>PROPERTY OWNER'S FAX:</b>	
<b>GENERAL CONTRACTOR:</b>	
<b>MAILING ADDRESS:</b>	
<b>PHONE:</b>	<b>FAX:</b>
<b>EMAIL ADDRESS:</b>	<b>CELL:</b>

**DESCRIBE THE PROPOSED PROJECT:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\$\_\_\_\_\_ is the fair market value of the project including all materials, trades, architectural and engineering fees.

As Property Owner, I hereby agree and acknowledge that all work must be done in accordance with Codes adopted by The City of Lake Forest Code and must be consistent with the approved plans. As Owner, I declare that all information submitted in support of the requested permit is accurate. Falsification of any information will result in penalties as provided for in the Code. By signing this form, owner assumes responsibility for the accuracy of the information provided by the contractor.

Signature of Property Owner: \_\_\_\_\_

Signature of Owner's Authorized Designee (must have Designee Form attached): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

<b>BUILDING PERMIT FEE:</b>	\$ _____	<b>PLAN REVISIONS:</b>	\$ _____
<b>PLAN REVIEW FEE:</b>	\$ _____	<b>BUILDING SCALE FEE:</b>	\$ _____
<b>PUBLIC PROPERTY BOND:</b>	\$ _____	<b>STOP WORK ORDER:</b>	\$ _____
<b>PERMIT RENEWAL BOND:</b>	\$ _____	<b>ENGINEERING REVISION:</b>	\$ _____
<b>DRAINAGE WAIVER FEE:</b>	\$ _____	<b>TREE FENCING FEE:</b>	\$ _____
<b>PLAN REVIEW (OVER 2 HRS):</b>	\$ _____	<b>OTHER:</b>	\$ _____
<b>TOTAL FEES: \$ _____</b>			

**LAKE FOREST CONSTRUCTION STANDARD REV. 5/08**

**6.02 WAIVER FOR SITE GRADING PERMIT**

The City of Lake Forest  
Application for Waiver of the Site Grading Permit

Application is hereby made for a waiver of a site grading permit at the following described property:

**ADDRESS:** \_\_\_\_\_

**PROJECT DESCRIPTION** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CONTRACTOR'S PHONE:** \_\_\_\_\_

**Conditions:**

A waiver of the Grading Permit **may be** approved by the City Surveyor and Engineer only on property previously improved with the principal use or structure; where the project consist only of minor additions to existing dwellings or structures, the construction of accessory buildings, tennis courts, swimming pools, or minor landscaping.

The waiver request shall include:

1. **Address or legal description** of the property.
2. **Description of the project.**
3. **Site plan of the project** including the dimensions(s) from the project to the nearest Lot Line(s), provisions for roof drainage (location and direction of discharge), and proposed grading limits.
4. **A statement signed by the property owner** agreeing to the following:

*The applicant hereby certifies that he is the owner of the property described above, and certifies that to the best of his knowledge, the above described project will not disturb existing topography or will not create adverse drainage problems on adjacent property. The applicant further agrees to assume all responsibility for any drainage problems that may be caused directly or indirectly by any action involving the above described project and further absolves The City of Lake Forest of any responsibility for problems or actions that may result from the granting of the waiver of the Site Grading Permit requirements.*

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Printed Name of Signature Above Telephone Number

Waiver Granted \_\_\_\_\_ Date: \_\_\_\_\_  
City Surveyor and Engineer