



STOOP Permit Application Checklist

Community Development Department

Revision Date: 07/22/2020

Required Permit Applications:

- ❖ [Fill out and submit Building Permit Application](#)

Submittal Requirements:

- ❖ For paper submission, Two (2) copies of Plat of Survey
- ❖ For online submission, One (1) copy of Plat of Survey

Permit Fees (Fee is not due until permit is ready):

- ❖ \$40.00

License Requirements:

- ❖ None

Other Requirements & Information:

- ❖ Work must be started and completed within six (6) months of the issue date.
- ❖ Stoops or landings that are being modified or replaced shall not be less than 36 inches by 36 inches with a maximum rise (step up) of 7¾ inches from the top of the threshold.
- ❖ Additional steps beyond the landing shall have a maximum rise of 7¾ inches and a minimum tread depth of 10 inches nosing-to-nosing.
- ❖ Landings and stairs more than 30 inches above adjacent grade require guards.
- ❖ Stairs with 4 or more risers require handrails.
- ❖ After Permit is issued, as construction progresses, inspections are required. [Click here to schedule inspections online](#). Or call us at 847-658-2700 # 1003.
- ❖ Contact JULIE at 811 or www.illinois1call.com before you dig.

Adopted BUILDING CODES:

International Residential Code 2006 | International Building Code 2006 | International Fire Code 2006 | International Mechanical Code 2006 | International Fuel Gas Code 2006 | National Electrical Code 2002 | [Illinois State Plumbing Code 2014](#) | [Illinois Energy Conservation Code 2015](#) | International Existing Building Code 2006 | International Property Maintenance Code 2006 | Illinois Accessibility Code 1997

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.
