

**Village of Vernon Hills  
Community Development Department  
290 Evergreen Drive, Vernon Hills, IL 60061  
Phone 847-367-3704 - Fax 847-367-2541 - <http://www.vernonhills.org>**

**PATIOS, STOOPS and PRIVATE WALKWAYS**

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

**TO APPLY FOR A PERMIT:**

1. Read the handout entirely.
2. Complete a permit application.
3. Submit two (2) copies of the Plat of Survey of the property showing the proposed stoop, patio or walkway location (high-lighted), its dimensions, distance from property lines, type of materials to be used, and a detail showing its construction (cross section).
4. Provide a copy of the written and signed contract between the homeowner and contractor, if applicable.
5. Submit a copy of the Homeowner's Association Approval Letter, if applicable.
6. Once your application and plans have been reviewed and approved, you will be asked to call J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to obtain a dig number. The permit will not be issued until dig number is obtained. The plan review will be completed within ten (10) business days or sooner.
7. The permit fee and refundable cash bond will be calculated based upon the cost of construction and can be paid in cash or check. No fees required at the time of submittal.

**LOCATION AND SIZE REQUIREMENTS:**

**General:**

1. A patio or a stoop may be located in any required yard and may not be located in any easements. However, in the required front and side yards it may not project more than four (4) feet from the principal building.
2. A patio or stoop, when its area is combined with the area of other driveways, sidewalks, decks, pool equipment and accessory buildings, may not cover more than forty (40) percent of the required rear yard.

**Patios:**

1. Patios must be set back a minimum of 6 feet from any lot line.
2. A patio may be constructed of concrete or paving stones or bricks. (See cross-section

sketches for the approved type of materials and installation details).

3. Patios must be a minimum of 4 inches below the top of the house foundation. Concrete or pavers may not be in contact with house siding material or obstruct weep holes in masonry walls. Existing grades shall not be altered
4. Concrete patios must be 4" minimum concrete on 4" minimum compacted crushed aggregate base (no crushed concrete). All areas over five (5) feet wide must have 6"X6" #10 wire mesh imbedded in the concrete.

**Stoops:**

1. All stoops or landings must be supported by 8" concrete frost walls or foundation wing walls reinforced with two #4 rebar. Stoops or landings must have intermediate supports or have structural reinforcement adequate for spanning between the supports. Stoops shall be a minimum of 4" concrete.
2. Flashing must be installed between concrete and wood. Any rotted wood must be replaced.

**Walkways (private sidewalks):**

1. A walkway may be located in any required yard and may be placed in easements with the approval of the Village Engineer.
2. A walkway shall be constructed in the same manner as a patio, except the reinforcement mesh is not required for walkways that do not exceed five (5) feet in width.
3. See attached illustration for tread and riser requirements.

**Spoils, Construction debris:**

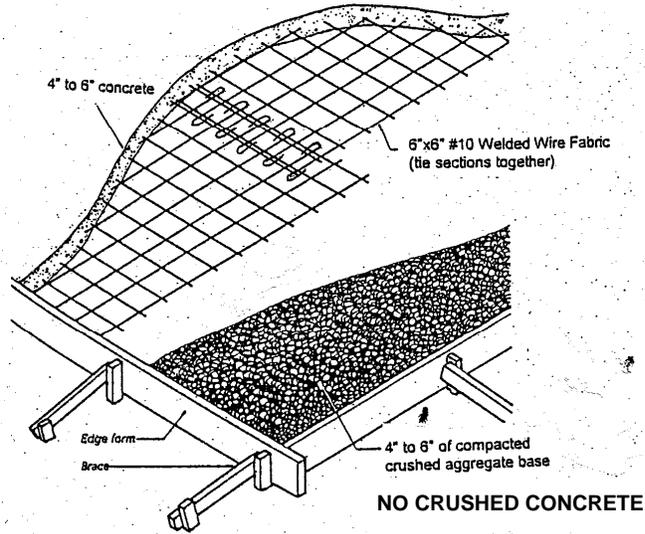
1. **No spoils, construction materials, dumpsters, or equipment shall be stored within the public right-of-way.**
2. Extreme care is to be taken to protect the existing utilities, pavement, curbs and sidewalks. Pavement, curb and sidewalk should be ramped or planked to avoid damage.
3. Damage to the Village Right-of-Way caused by any work shall be restored to the satisfaction of the Village Engineer. The Village will perform pre-construction and post-construction inspections to identify damage.

**REQUIRED INSPECTIONS:**

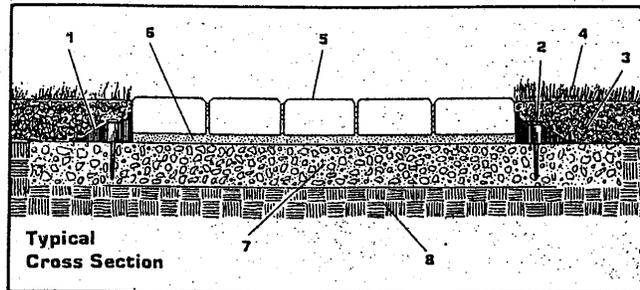
**The permit holder is responsible for scheduling inspections. To request an inspection, contact the Community Development Department at 847-367-3704 between the hours of 8:30AM and 3:30PM, Monday through Friday, at least one working day in advance with the permit number ready.**

1. Pre-Pour Base Inspection- Compacted base, prior to placement of concrete or pavers. Note: An inspection by the Engineering Division is also required for sidewalk in the public right of way.
2. A final inspection upon completion of the work.

## TYPICAL CONCRETE FLAT WORK



## TYPICAL CROSS SECTION OF MODULAR PAVER INSTALLATION



- |                       |   |
|-----------------------|---|
| 1. Polyvinyl Edge     | 5. Brick Pavers   |
| 2. Spike (10" to 12") | 6. 1" clean builders sand                                       |
| 3. Backfilled soil    | 7. Base: leveled and compacted crushed aggregate base (6" min.) |
| 4. Turf               | 8. Sub-base: existing compacted soil                            |
|                       | 9. No crushed concrete  |

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**PERMIT APPLICATION  
PATIOS/WALKWAYS/DRIVEWAYS**

**PLEASE PRINT**

**Homeowner's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

(If different from above)

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Please supply the following:**

- Two(2) copies of the Plat of Survey (illustrating where the work will be performed)
- Provide a detailed cross section of proposed construction
- Homeowners Association Approval Letter (if applicable)
- Copy of Proposal from Contractor

**Brief description of work to be performed** \_\_\_\_\_

Once a review has been approved, you will need to supply us with a dig number from JULIE (1800-892-0123)

**Please answer the following:**

**Estimated Value of Work \$** \_\_\_\_\_

**Material Type (Concrete, Asphalt, Pavers)** \_\_\_\_\_

**Length** \_\_\_\_\_

**Width** \_\_\_\_\_

**Work being performed by:**

Homeowner

Contractor Info: Name: \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**FOR OFFICIAL USE:**

**PERMIT: \$** \_\_\_\_\_

**BOND: \$** \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

**VERNON HILLS COMMUNITY DEVELOPMENT  
290 EVERGREEN DRIVE, VERNON HILLS, ILLINOIS 60061  
PHONE: 847-367-3704 – FAX: 847-367-2541**

**Responsible Person, Soil Erosion and Sediment Control – Residential Sites**

The Watershed Development Ordinance requires that Contractors, or the permit applicant, designate a responsible person in charge of soil erosion and sediment control. The designee shall be responsible for the maintenance of all soil erosion and sediment control items at ***all*** times. The designee shall be responsible to react to all violations or discrepancies ***immediately*** after notification.

For all improvement projects within the Village, the sites shall be kept clean at all times. Streets, sidewalks, and curb/gutter shall be broom swept clean, a minimum, at the end of each day, or more frequently if required by the Village. Existing storm sewer structures are to be protected from sediment deposits at all times.

All material delivery and the storage of materials for the site are prohibited within the Village Right-of-Way (typically 15' from the back of curb), unless written approval by the Village is granted.

**TO BE COMPLETED AND RETURNED PRIOR TO ISSUANCE OF A PERMIT  
(Please print)**

**Designee:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Permit Applicant / Developer / Contractor Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Pod / Lot:** \_\_\_\_\_

**Application or Permit Number:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_