



INFORMATION REQUIRED FOR A BUILDING PERMIT TO CONSTRUCT A DECK

1. Signed, completed Building Permit application form.
2. Submit 2 copies of a Plot Plan drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate the setbacks from property lines.
3. Submit 2 copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information.
  - A. A floor plan indicating the following:
    - Proposed deck size.
    - Size and spacing of floor joists.
    - Size of decking.
    - Size, location and spacing of posts.
    - Size of headers.
    - Type of lumber to be used.
  - B. Elevation indicating the following:
    - Height of structure from established grade.
    - Diameter and depth of footings.
    - Guardrail height (if any).
    - Spacing of intermediate rails (if any).

Attached are examples of drawing which are intended as a guide only.

ZONING RESTRICTIONS:

1. Minimum required setback distances from the side and rear lot lines may vary according to location. They are set by Zoning Ordinance and approved plans. Contact the Code Enforcement Officer for this information (when requesting this information, please provide the correct address of the property.).
2. The deck shall not be closer than four (4) feet at any point on any lot line. No building shall have a deck extending into more than one required side yard. (11-7-3(B) The floor shall be no height than the entrance floor of the building.
3. No deck, landing or stairway shall project into the required minimum side yard.
4. No deck, landing, or stairway shall be erected upon or over any legal easement.

GENERAL BUILDING CODE REQUIREMENTS:

1. Footing shall be designed and constructed below frost depth (36" minimum).
2. Approved wood of natural resistance to decay or treated wood shall be used.
3. Decks, balconies and porches which are more than 30 inches above grade shall be protected by a guardrail not less than 36 inches in height. Open guardrail and stair railing shall have intermediate rails or an ornamental pattern such that a sphere 6 inches in diameter cannot pass through.
4. If a stairway is to be provided it shall be not less than 36 inches in width. Stairways may be constructed having an 8 inch maximum rise and a 9 inch minimum run.
5. Handrails shall be provided to all stairways having 4 or more risers.
6. Handrails shall be placed not less than 34 inches, nor more than 38 inches above the nosing of treads.
7. The handgrip portion of a handrail shall have a smooth surface, be continuous the full length of the stairway, and be not less than 1 1/2 inches nor more than 2 inches in cross-sectional dimension.
8. Floor joist spacing at 24 inches on center requires 2 inch minimum decking, and floor joist spacing at 16 inches on center requires 1 inch minimum decking.

REQUIRED INSPECTIONS:

1. Footings: After holes are dug, but BEFORE CONCRETE IS POURED.
2. Final: When the structure has been completed.

GENERAL NOTES:

1. Plan review and Building Permit issuance normally require two to three working days from receipt of the complete application. You will be contracted when the permit is ready.
2. The stamped, approved Building plan and Plot plan shall be kept on the job site until the Final Inspection has been made.
3. The Inspection Record Card shall be placed on the outside exterior wall near the addition and shall remain posted until the final inspection has been made. Cards should be protected from the weather.
4. Call 732-6318 between 9:00 a.m. to 5:00 p.m. to arrange for an inspection. Please provide the Permit Number with your request.

ALLOW 24 HOURS FOR ALL INSPECTIONS !!!