REQUIREMENTS FOR A DECK PERMIT

Deck plans must show, in detail, building code compliance with all the work proposed, and shall include all required information. Your plans must show exactly how your deck will be built.

Site Plan: shall be drawn to a scale of *1 inch = 20 feet* on a *property survey* that is current and sealed by a licensed land surveyor**.** The site plan shall show the proposed deck.

Building Plans: submit a complete set of construction drawings neatly drawn upon suitable material with legible lettering *(electronic media plans are preferred)*. Plans shall show the size, location, and spacing of footings, posts, beams, joists, stairs, and guardrails. Construction plans are reviewed for code compliance, and a copy is returned to the applicant with notes to identify required corrections.

The building official may require construction documents to be prepared by a registered design professional to obtain compliance with the code.

The following is a checklist for installing a deck (must be shown on drawings), please comply with the checklist before submitting your permit application:

- ☐ Floor joist size, species, and grade of wood.
- ☐ Floor joist spacing (16 inches or center, 24 inches in center etc.)
- ☐ Span of floor joist (clear distance between supports.)
- ☐ Attachment to existing structure (bolts or lags, with sizes and spacing.)
- ☐ Ledger shall not be supported on brick or stone veneer.
- ☐ Flashing detail.
- ☐ Depth of post footing below finished grade shall be below the frost line (36 inch-minimum)
- ☐ Guardrail height from the floor of the deck, (36 inch minimum)
- ☐ Guardrail on stairs (34 inch minimum measured vertically from nose of tread).
- ☐ Spacing of balusters (4-inch maximum).
- ☐ Stairs: Riser height and tread depth (rise 7 ¾ inch maximum, the treat depth not less than 10 inches
- ☐ Stairs: Handrail height (from the nose of the tread, 34 inches minimum 38 inches max)
- ☐ Width of stairs (36 inches minimum)
- ☐ Lateral bracing detail

The Building Department will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved” and a building permit will be issued. The applicant will be notified when they can pick up the permit at the Municipal Building. All fees shall be paid before the issuance of the permit.