PERMIT APPLICATION GUIDELINES

RESIDENTIAL DECKS

1. Building Permit Application.

2. Plot Plan showing location of deck with distance from side and rear lot lines.
   *** SETBACKS ARE MEASURED TO DECK EDGE - PER ORDINANCE ***

3. Two (2) sets of plans which must contain the following information:
   A. Deck dimensions
   B. Post spacing
   C. Joist size and spacing
   D. Size of beams
   E. Height of deck off ground
   F. Post footing detail
   G. Minimum 12” full depth diameter by 8” concrete pad at base of post
   H. Handrail detail with 3 or more steps – GRASPABLE
   I. Guardrail detail if deck is 30 inches or more off ground
   J. Freestanding deck or how attached to house (Do not attach to brick)
   K. **NOTE:** Beams bolted to post using 3/8 inch by 7 1/2 inch carriage bolt
   L. **NOTE:** Type of wood used – pressure treated lumber or cedar
   M. **NOTE:** Galvanized nails used
   N. **NOTE:** Proof that ledger is bolted to bond may be required

INSPECTIONS REQUIRED

1. Post holes: Post holes dug – 42 inch deep – Ledger to be mounted on house and flashed (if required) for post hole inspection

2. Final inspection: finished deck

DO NOT MIX CONCRETE IN HOLES.
DO NOT ENCASE POSTS WITH CONCRETE