



Deck Permit

The following information is necessary to obtain a building permit for a deck. **A building permit application must be complete with all the required information.** Failure to provide all information listed below, will delay the permit issuance process. The building Inspector may request additional information as required.

Processing of permits is usually 7-10 days, but at peak construction times, processing may take longer.

1. **Detailed drawings** on an 8 ½" x 11" sheet of paper showing cross section of deck, footprint of deck, exterior dimensions, elevations, and footing details. The scale used shall be shown on the plan. If the plans are not drawn to scale, exact dimensions shall be given, and the plan marked "not to scale". All deck information shall also be included on the Typical Deck Framing Plan. (Figure 1)

2. **Stair and handrail/guardrail details.** All decks more than 24" above grade shall include a guardrail on all open sides of the deck. Rail heights shall be a minimum of 36" above finished deck floor for residential decks and 42" above finished deck floor for commercial guardrails. Intermediate rails shall be placed as to not allow a (4) inch ball to pass through. Stairs with more than (3) risers shall provide handrails and guardrail on open sides of the stairs. Baluster spacing shall not allow a (4) inch sphere to pass through. Open stair riser openings shall not exceed a height of 4".

3. **Survey/Plot Plan.** A survey or plot plan showing the location on the site of the proposed project as well as all existing structures, easements, and lot dimensions. Surveys or plot plans shall be drawn on a minimum of an 8 ½"x11 sheet of paper and be drawn to scale or have exact dimensions given for distances. The scale used shall be shown on the plan. (Figure 2)

4. **Decks must meet setback requirements.** Decks not attached to the principal structure will be considered a detached accessory structure and must meet setback requirements for detached accessory structures.

5. **The application shall state the cost of the deck.**

