

CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

DECKS

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

___ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your deck, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the deck, the attached form must be completed.

___ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

___ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information.

- ___ Floor joist size, species and grade of wood.
 - ___ Floor joist spacing (16” or center, 24” on center etc:)
 - ___ Span of floor joist (clear distance between supports)
 - ___ Attachment to existing structure (bolts or lags, with sizes and spacing)
 - ___ Depth of post footing below finished grade. (Shall be below frost line)
 - ___ Guardrail height from floor of deck, (36” minimum)
 - ___ Guardrail on stairs (34” minimum measured vertically from nose of tread)
 - ___ Spacing of balusters (maximum 4”)
 - ___ Stairs – Riser height and tread depth. (Rise 8¼” maximum depth 9” minimum)
 - ___ Stairs – Handrail height (from nose of tread, minimum 34”, maximum 38”)
 - ___ Handrail grip size – if circular must have a cross section of 1¼” minimum to 2” maximum
 - ___ Width of stairs (36” minimum)
- ___ Completed building permit application

BIU 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”. A building permit will be issued and the applicant will be notified of the inspections fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.