

REQUIRED INFORMATION FOR A DECK PERMIT

This is a description of the minimal information required for an application of a deck permit. The Building Inspector may request additional information as required.

Processing of permits is usually five (5) working days, but at peak construction times processing may take longer.

An application for a building permit shall be completely filled out by the applicant along with all the information below.

1. Two (2) 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. If the plans are not drawn to scale, exact dimensions shall be given and plan marked, "not to scale". The scale used shall be shown on plans.
2. Stairs and handrail/guardrail details. All decks more than 24 inches above grade shall be provided with guardrails on all open sides of the deck. Rail heights shall be a minimum of 36 inches above finished deck floor. Intermediate rails shall be spaced no more than 4". Stairs with three or more risers shall be provided with handrails and guardrails on open sides of stairs.
3. Survey/Plot plan. Two (2) surveys or plot plans showing the location on the site of the proposed deck as well as all existing structures, easements and lot dimensions. Surveys or plot plans shall be drawn on a minimum of an 8 ½" x 11" sheet of paper and be drawn to scale or have exact dimensions given for distances. The scale used shall be shown on plan.
4. Decks must meet setback requirements. Decks located five (5') or closer to the principal structure are considered an attached deck by local zoning code. Attached decks must meet setback requirements for the principal structure in that Zoning District. Decks located five (5') or more from the principal structure would be considered a detached accessory structure and must meet setback requirements for detached accessory structure. Detached decks and all accessory structure cannot exceed 20% of the rear yard in Residential Zoned Districts.
5. The application shall state the cost of the deck.
6. Decks constructed with a roof structure shall require approval of the Architectural Review Board prior to a permit being issued and work commencing.