

RESIDENTIAL DECK BUILDING PERMIT APPLICATION

Revised 12/17/2018

- Plans will not be accepted or will be returned without review if information is incomplete.
- It is the responsibility of the general contractor to ensure they and their sub-contractors are licensed to operate in the City of Milford.
- No permit will be issued if property owner is delinquent of City taxes or utilities or has open code violations.
- Prior to applying for a permit, all requirements must be met with Planning & Zoning Department.
- Once the City has reviewed and approved your application, including the conclusion of a preconstruction meeting for new commercial projects, you will be contacted with the permit cost and where permit can be picked up. This usually takes approximately 3-5 business days.
- Upon receiving your Building Permit Placard, please **DISPLAY** it in a conspicuous place from the street. If placard is not displayed, no inspections will be conducted until corrected.

***** If work being conducted is in Sussex County (302-855-7860), you need to contact them to determine if a county permit is necessary *****

REQUIRED DOCUMENTS

(Please check off & return this page along with the following documents with the building permit application)

If you live in... Hearthstone Manor / Knott's Landing / Matlind Estates / Meadows at Shawnee / Orchard Hill / Cascades / Milford Ponds / Walnut Village / Lighthouse Estates / Fork Landing or Watergate... **you are required to provide a copy of your Homeowner's Association approval letter with this application.**

_____ **2 Sets of Construction Plans**

Architectural & Structural Details Indicating:

- Cross Elevation and Birds Eye View with the following details indicated:
- Overall dimensions of deck including height from finished grade.
- Size of footers (width & depth), size and location of piers (if applicable)
- Framing details including ledger board size and attachment details to house
- Joist sizes, spacing & length
- Beam size, location, length and attachment to posts
- Post sizes and spacing
- Type of decking material
- Handrail and railings height, type, and spacing of balusters, width of handrail
- Step locations on deck including width, height of risers, depth of treads, type and spacing of balusters

_____ **2 Site Plans**

Indicating: Size and Location of proposed deck, existing structures and distance from lot lines.

_____ Residential Deck Building Permit Application Form (*Please see attached*)

PLEASE NOTE:

- * Required inspections, found on your copy of the building permit, require ***24 hours advanced notice.***
- * Before you dig, please call ***Miss Utility at 1-800-282-8555*** to have them mark utility lines. This is a **free service.**
- * City of Milford will not pick up construction debris. It is the responsibility of the contractor or homeowner to ensure trash is contained and disposed of in a timely manner.

RESIDENTIAL DECK BUILDING PERMIT APPLICATION

CONTRACTOR: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE: _____

CONTRACTOR CELL: _____

CITY OF MILFORD
CONTRACTOR LICENSE #:

HOME/PROPERTY OWNER: _____

HOME/PROPERTY OWNER PHONE: _____

PROPERTY/SITE ADDRESS: _____

TAX PARCEL ID NUMBER: _____

TOTAL COST OF PROJECT: \$ _____

Signature of Property Owner:

It is the responsibility of the owner/contractor/agent to notify the Building Department of any deviations from the approved plans and to insure placement, area regulations, and setbacks are met.

I furthermore certify that I am authorized to grant, and do in fact grant, permission to the City of Milford zoning official and Building Inspector to enter onto the property noted on the City of Milford Building Permit for the purpose of inspections.

Signed: _____

Name: _____

Date: _____

CITY OF MILFORD
DECK GUIDELINES

It is important you have good working drawings before you begin your project or submit for your building permit.

These guidelines are for single story residential decks. If you have a multi-story deck, or a concentrated load, such as a deck for a hot tub, you are best to consult with a design professional.

Furthermore, if you have a home improvement center or lumber yard provide you with a computer-generated drawing of a deck, you will need to add all relevant information to that drawing in order to receive a building permit. A building permit will not be generated if you simply submit a material list and a computer-generated picture of a deck.

If after consulting with these guidelines, you are unsure of what is required on the drawings, please do not hesitate to contact the Enforcement and Inspections Department **before** you submit your drawings. We can be reached at (302) 424-8396.

1. FOOTERS
<ul style="list-style-type: none"> a. Bottom of the footers should be 24" from the existing grade or extend to solid bearing, whichever is greater. b. 8" of concrete in base of hole. Width of hole: a minimum of three times the size of the post.
2. POSTS
<ul style="list-style-type: none"> a. All posts/columns are to be 4"x4" or equivalent for a deck up to 8' in height and 6"x6" or equivalent for heights over 8'. b. Post in ground resting on concrete footer. c. See "Typical Post Spacing" for beam support.
3. BEAMS
<ul style="list-style-type: none"> a. Post and beam secured to each other by a galvanized steel post cap or beam secured to post with ½" bolts. See "Deck Beam Span" charts for beam size and spacing.
4. LEDGER BOARDS
<ul style="list-style-type: none"> a. Ledger board the size of joist to be bolted to house using lag or carriage bolts with washers. b. Bolt size shall be ½" and spaced 24" on center, <u>minimum</u>. c. Floor joists attached to ledger board with joist hangers.
5. FLOOR JOISTS
<ul style="list-style-type: none"> a. See "Joist Span" table. b. Floor joist attached to ledger board. c. Maximum cantilever of 2'.
6. STAIRWAYS
<ul style="list-style-type: none"> a. Minimum 3' net clear width. b. Maximum riser 7 ¾". c. Minimum tread 10", nose to nose. d. Riser and tread – greatest shall not exceed the smallest by more than 3/8". e. Risers can be open. (not to exceed 4" opening) f. All stairs should be provided with illumination.
7. HANDRAILS
<ul style="list-style-type: none"> a. Handrails minimum height of 34" and not more than 38" above nosing of 4 more more risers. b. Continuous the full length of stairs on one side. c. Graspable handrail to be installed. Circular cross section to have outside diameter of at least 1 ¼" and not greater than 2". Consult 2006 IRC for additional options.
8. GUARDRAILS
<ul style="list-style-type: none"> a. Guardrails for porches, decks, balconies or raised floor surfaces more than 30" above grade shall not be less than 36" high. b. Open sides of stairs with typical rise of more than 30" above floor or grade shall have guardrails not less than 36" high measured vertically from nose of tread. c. Horizontal spacing between vertical members in required guardrails shall be a maximum of 4". d. Triangular openings formed by riser, tread and bottom or rail of guardrails on stairways shall not allow a sphere 6" in diameter to pass through. <p>Note: A guardrail on an open side of a flight of stairs having minimum heights of 36", measured vertically from the nosing of the treads, will meet both the handrail and guardrail height requirements.</p>
9. INSPECTIONS
<ul style="list-style-type: none"> a. Footer – before concrete is poured. b. Framing – only if deck is built close to the ground and the underside of framing cannot be inspected. c. Final – framing will be done at this time on all other decks that do not fall under category 9 (b).
10. FASTENERS
All fasteners used in conjunction with ACQ lumber should be hot dipped galvanized or stainless steel.

FLOOR JOIST SPAN TABLE (maximum length in feet inches) #2 Southern Pine				
SPACING	2 x 6	2 x 8	2 x 10	2 x 12
12" O.C.	10 – 9	14 – 2	18 – 0	21 – 9
16" O.C.	9 – 9	12 – 10	16 – 1	18 – 10
24" O.C.	8 – 6	11 – 0	13 – 1	15 – 5

Spans based on 40 PSF live load, 10 PSF dead load. Deflection of 1/360. This table is not applicable for decks supporting hot tubs or other concentrated loads.

* 2' Cantilever on joists from beam allowed.

MINIMUM BEAM SIZES FOR SINGLE SPAN JOIST LOADS	
Joist Span	Minimum Beam Size
0 – 6'8"	(2) 2" x 6"
6'8" – 11'2"	(2) 2" x 8"
11'2" – 15'9"	(2) 2" x 10"
16'0" – 18'9"	(2) 2" x 12"

Beam sizes are based on support post spacing of 8' with single span floor joists extending from ledger board. Table is not applicable for beams carrying floor joists loads from two directions. This table is not applicable for decks supporting hot tubs or other concentrated loads.

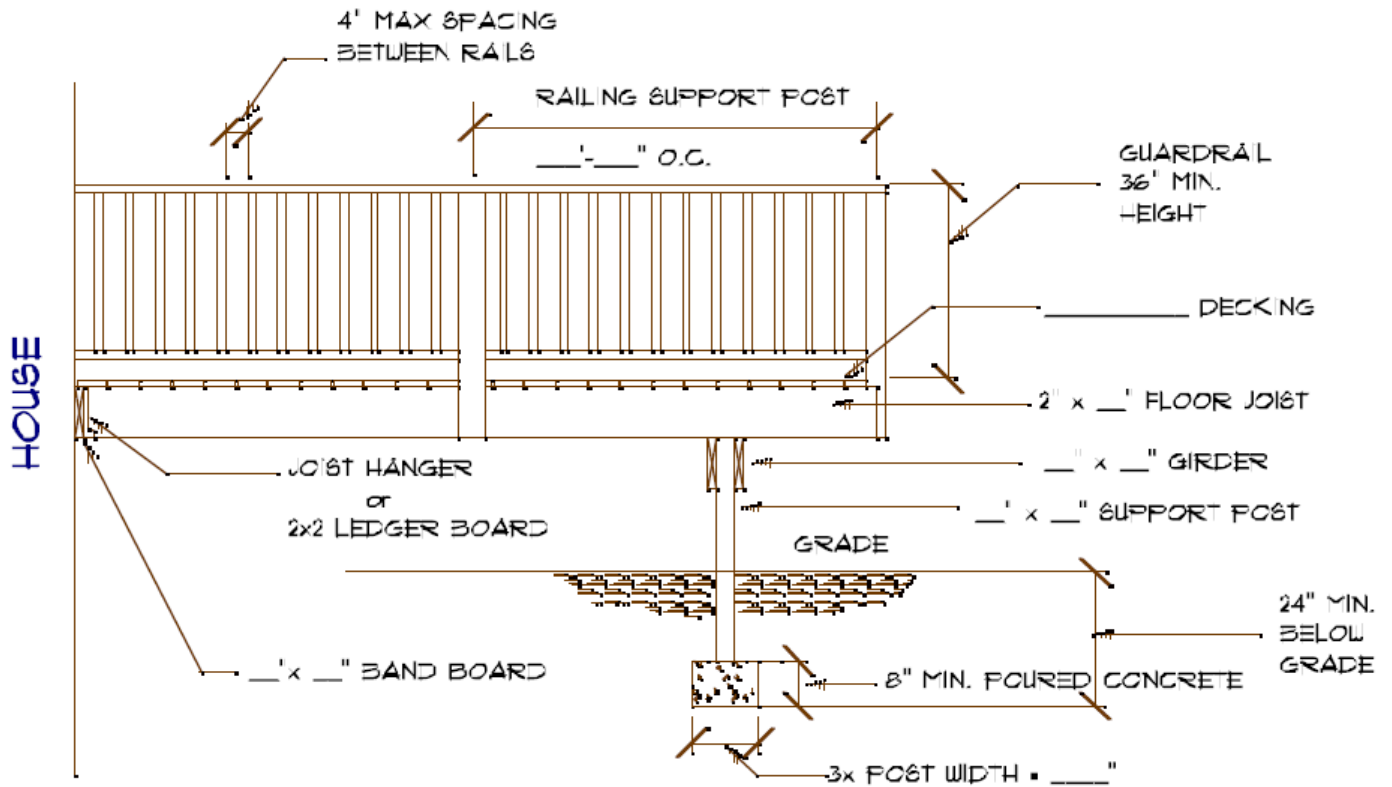
TYPICAL POST SPACING FOR BEAM SUPPORT			
Beam Size	Double 2 x 8	Double 2 x 10	Double 2 x 12
Post Spacing	6'	8'	10'

Post must be sitting on concrete footers.

If beam is spliced, post must be supporting splice.

Not typical for hot tubs or other concentrated loads

CITY OF MILFORD ENFORCEMENT & INSPECTIONS DEPARTMENT



FILL IN ALL APPLICABLE BLANKS AND SUBMIT WITH
YOUR APPLICATION AND DRAWINGS.