

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” If you are hiring a contractor to construct your structure, 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 structure, the attached “Affidavit of Exemption” must be completed and notarized.

_____ A site plan showing the proposed structure, the outside dimensions of the structure, the distances in feet, to the front, sides, and rear property lines, sewage system and electrical supply location.

_____ Two (2) sets of construction drawings that **show in detail** code compliance for all of the proposed work, to include **but not limited to** the following information;

- _____ Floor joist size, species and grade of wood.
- _____ Floor joist spacing (16” on center, or 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 and Location Layout
- _____ Guardrail height from floor of deck, and/or stairs.
- _____ Spacing of balusters.
- _____ Stairs – Riser height and tread depth.
- _____ Stairs – Handrail height (from nose of tread).
- _____ Handrail grip size – must have a circular cross section of 1^{1/4} minimum to 2^{5/8} maximum.

_____ Completed building permit application.

Certified Plan Review Inspector 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 inspection fees and when they can pick up the permit at the Laurel Municipal Inspection Agency. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedure sheet provided at time permit is issued to have all of the required inspections performed.