

DATE RECEIVED

Title Verified:  YES  NO

# DECK Permit Application



**COMPLETED APPLICATION AND DOCUMENTS MUST BE SUBMITTED BEFORE  
THE PROJECT BEGINS**

### **PROPERTY OWNER INFORMATION**

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE ZIP \_\_\_\_\_ PHONE/CELL # \_\_\_\_\_

EMAIL \_\_\_\_\_

### **DESCRIPTION OF PROPERTY IN STAR HARBOR**

Street Address \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

### **CONTRACTOR INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE ZIP \_\_\_\_\_ PHONE/CELL # \_\_\_\_\_

EMAIL \_\_\_\_\_

### **DETAILED DESCRIPTION OF PROJECT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Size of deck \_\_\_\_\_

NEW  REPLACEMENT If replacement, size of current deck \_\_\_\_\_

**Building Permit Application Fee \$50.00**

Checks made payable to "The City of Star Harbor".

**Requirements for Deck Projects:**

Lot plat showing location of lot pins and a full Building Site Plan that includes property lines and setbacks, location of septic tanks, location of water service lines, location of sewer lines, and drainage with water flow arrows.

Decks shall be no larger than ten percent (10%) of available yard space.

Set back areas are not included within available yard space.

If the deck floor is less than thirty inches (30”) high from the ground, a porch guardrail is not required.

If the deck floor is more than thirty inches (30”) from the ground guardrails (railing) is required and must be at least thirty-six inches (36”) in height measured from the deck surface to the top of the rail. Taller guardrails are permitted so long as they conform to all other code requirements.

Balusters, the vertical guards, or spindles that support the handrail, must be installed close enough that the space between them is no greater than 4 inches.

The sweep space between the deck surface and the bottom rail must be less than four inches (4”).

Guardrails must be strong enough to withstand a concentrated two hundred-pound (200lb) force anywhere along the top of the rail.

Handrails are required for stairs and must meet standards as specified by 1027 R311.5.6.3 in the IBC code. The top edge of the handrail must be placed between thirty-four inches (34”) and thirty-eight inches (38”) above the nosing of the stair treads. Handrail ends must be returned and terminated at rail posts. The handgrips must allow a minimum of one and one-half inch (1½”) space between the handrail and the guardrail or wall. A variety of gripping surfaces may be acceptable but must meet requirements for the gripping surface. Flat 2”x4” and 2”x6” handrails are not acceptable. A circular cross section of a handrail must have an outside diameter of between one and one-quarter inches (1¼”) and two inches (2”).

**Permit Expiration:** If the permitted project is not complete within the specified time, the property owner or contractor shall be required to submit a Building Permit Renewal Application with appropriate fees to the City prior to the current expiration date. Proof of receipt prior to the expiration date is required. All permit renewals will be for a thirty (30) day period. Additional renewals beyond those specifically mentioned are at the discretion of the B&Z Review Board.

**Inspections:** The property owner shall notify the B&Z Review Board representatives listed on the building permit when the deck is ready for use. The representatives will schedule an inspection to confirm the size and location follow the building permit.

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**Applicant Certifications:**

I/we certify that to the best of my knowledge all information submitted with this application is correct and accurate. I/we further certify that I/we have read, understand and will comply with the provision of Building and Zoning Ordinance Number 172R pertaining to the provisions that apply to Building Permit for which I/we hereby make application.

\_\_\_\_\_  
Property Owner’s Signature

\_\_\_\_\_  
Contractor Signature

Date \_\_\_\_\_

Date \_\_\_\_\_