



# 1 & 2 Family Decks

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## Permit Procedure

Please allow sufficient time for the review process.  
(Suggested at least 1-2 weeks before planned start date)

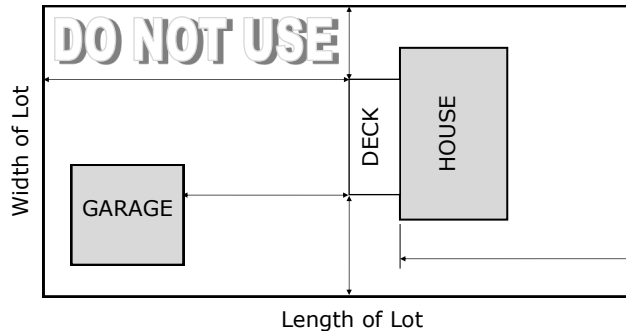
### Submit The Following

#### 1. Site Plan (Drawn to scale)

Must indicate:

- ◆ Size of lot
- ◆ Location on property
- ◆ Distance to lot lines
- ◆ Distance to other structures
- ◆ Easements
- ◆ Street Right of Way
- \* **The city does NOT provide lot line location services.**
- \* **Please see the "Property Lines" fact sheet for guidance.**

Sample Plot Plan



#### 2. Building Permit

Must include:

- ◆ Owner's Information - If homeowner lives in the home a DC & DCQ is not required
- ◆ (DC) Dwelling Contractor's Information (Including valid license number)
- ◆ (DCQ) Dwelling Contractor Qualifier's Information (Including valid license number)
- ◆ Checked box that cautionary statement was read if homeowner pulling permit
- ◆ Square footage of deck
- ◆ Estimated cost of deck
- ◆ Project Location
- ◆ Project description
- ◆ Print & sign name & date

State law ([Wisconsin Statute 182.0175](#)) requires notifying Diggers Hotline before you excavate, grade, trench, dig, drill, augur, tunnel, scrape, plow cable or pipe.

**DIGGERS HOTLINE**

Dial **811** or (800) 242-8511

[www.DiggersHotline.com](http://www.DiggersHotline.com)

3. Deck Plan  
Must indicate:

- ◆ Size of deck
- ◆ Height of deck above grade
- ◆ Joist size, length, spacing, overhang
- ◆ Beam size, length, overhang
- ◆ Post size & locations
- ◆ Footing size
- ◆ Decking material
- ◆ Lateral support
- ◆ Guards height, spindle spacing
- ◆ Ledger size
- ◆ Connection details
- ◆ Flashing material

Typical Deck Framing Plan from Appendix B of the UDC (Uniform Dwelling Code)

Labels in diagram: ledger board, tension-ties at end joist and first inside joist, end joist, rim joist, footing, joists, joist hanger, beam, diagonal bracing, overhang, beam span, beam span, overhang, W, L, joist span, overhang, decking.

**Decking:**  2x4  2x6  Five-quarter board  Wood-plastic composite (per ASTM D 7032)  
 Other decking, evaluation report number: \_\_\_\_\_

**Joists:** Size:  2x6  2x8  2x10  2x12 Spacing:  12 in.  16 in.  24" in.  
 Joist span dimension: \_\_\_\_\_ ft. - \_\_\_\_\_ in.  
 Overhang:  Yes  No Overhang dimension: \_\_\_\_\_ ft. - \_\_\_\_\_ in.  
 Rim joist  2x6  2x8  2x10  2x12

**Beam(s):** Number of plies:  2  3 Size:  2x6  2x8  2x10  2x12  
 Overhang:  Yes  No Overhang dimension: \_\_\_\_\_ ft. - \_\_\_\_\_ in.

**Posts:** Size:  4x4  4x6  6x6 Height: \_\_\_\_\_ ft. - \_\_\_\_\_ in.

**Footings:** Size: \_\_\_\_\_ in.  Round  Square Thickness: \_\_\_\_\_ in.  
 Other, provide 3<sup>rd</sup> party testing information

**Ledger:** Size:  2x8  2x10  2x12  Not applicable (free-standing deck)  
 Fastener:  Through bolt  Lag screw  Wood screw  
 Expansion anchor  Adhesive anchor  Other, provide 3<sup>rd</sup> party testing information

**Lateral support:**  Tension-tie\*  diagonal bracing, size: 2x \_\_\_\_\_  
\*not permitted for free-standing deck

**Deck Size:** L= \_\_\_\_\_ ft. - \_\_\_\_\_ in. W= \_\_\_\_\_ ft. - \_\_\_\_\_ in.

**If not following Appendix B & C of the UDC, it is your responsibility as the contractor/homeowner to provide sufficient structural analysis for your deck plan.**

The UDC and Appendix B & C can be found at:

<http://dsps.wi.gov/Programs/Industry-Services/Industry-Services-Programs/One-and-Two-Family-UDC/UDC-Admin-Code/>

**Inspections Required**

- Footings = Before the footing holes are filled and when the ledger board is installed.
- Framing = Before the decking is installed
- Final = When the deck is complete

Call: 920-967-3655 to schedule an inspection, provide your address when leaving a message. Specific times cannot be guaranteed.