

**CUSTOMER ASSISTANCE GUIDE  
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” (See attached form) If you are hiring a contractor to construct your deck, 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 deck, the attached form must be completed and notarized.

\_\_\_\_\_ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

\_\_\_\_\_ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;

\_\_\_\_\_ Floor joist size, species and grade of wood.

\_\_\_\_\_ Floor joist spacing (16” or center, 24” on center etc:).

\_\_\_\_\_ Span of floor joist (clear distance between supports).

\_\_\_\_\_ Attachment to existing structure (bolts or lags, with sizes and spacing).

- Ledger shall not be supported on brick or stone veneer.

- Flashing detail.

\_\_\_\_\_ Depth of post footing below finished grade. (shall be below frost line).

\_\_\_\_\_ Guardrail height from floor of deck, (36” minimum)

\_\_\_\_\_ Guardrail on stairs (34” minimum measured vertically from nose of tread).

\_\_\_\_\_ Spacing of balusters. (maximum 4”).

\_\_\_\_\_ Stairs – Riser height and tread depth. (Rise 8 ¼” maximum depth 9” minimum).

\_\_\_\_\_ Stairs – Handrail height (from nose of tread, minimum 34”, maximum 38”).

\_\_\_\_\_ Handrail grip size – if circular must have a cross section of 1 ¼” minimum to 2” maximum.

\_\_\_\_\_ Width of stairs (36” minimum)

\_\_\_\_\_ Lateral bracing detail.

\_\_\_\_\_ Completed building permit application.

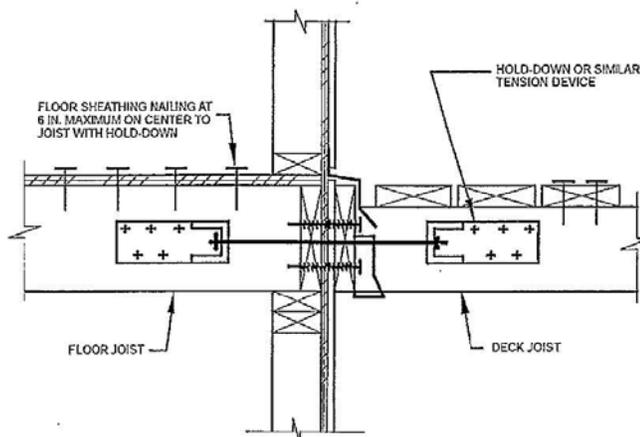
MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

TABLE R502.2.2.1  
 FASTENER SPACING FOR A SOUTHERN PINE OR HEM-FIR DECK LEDGER  
 AND A 2-INCH NOMINAL SOLID-SAWN SPRUCE-PINE-FIR BAND JOIST<sup>a, f, g</sup>  
 (Deck live load = 40 psf, deck dead load = 10 psf)

JOIST SPAN	6' and less	6'1" to 8'	8'1" to 10'	10'1" to 12'	12'1" to 14'	14'1" to 16'	16'1" to 18'
Connection details	On-center spacing of fasteners <sup>d, e</sup>						
1/2 inch diameter lag screw with 1 5/32 inch maximum sheathing <sup>a</sup>	30	23	18	15	13	11	10
1/2 inch diameter bolt with 1 5/32 inch maximum sheathing	36	36	34	29	24	21	19
1/2 inch diameter bolt with 1 5/32 inch maximum sheathing and 1/2 inch stacked washers <sup>b, h</sup>	36	36	29	24	21	18	16

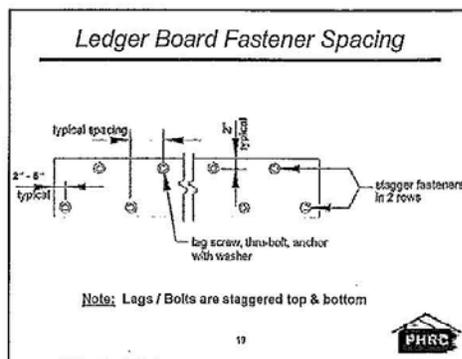
For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound per square foot = 0.0479 kPa.

- a. The tip of the lag screw shall fully extend beyond the inside face of the band joist.
- b. The maximum gap between the face of the ledger board and face of the wall sheathing shall be 1/2".
- c. Ledgers shall be flashed to prevent water from contacting the house band joist.
- d. Lag screws and bolts shall be staggered in accordance with Section R502.2.2.1.1.
- e. Deck ledger shall be minimum 2x8 pressure-preservative-treated No. 2 grade lumber, or other approved materials as established by standard engineering practice.
- f. When solid-sawn pressure-preservative-treated deck ledgers are attached to a minimum 1 inch thick engineered wood product (structural composite lumber, laminated veneer lumber or wood structural panel band joist), the ledger attachment shall be designed in accordance with accepted engineering practice.
- g. A minimum 1x6 1/2 Douglas Fir laminated veneer lumber rimboard shall be permitted in lieu of the 2-inch nominal band joist.
- h. Wood structural panel sheathing, gypsum board sheathing or foam sheathing not exceeding 1 inch in thickness shall be permitted. The maximum distance between the face of the ledger board and the face of the band joist shall be 1 inch.



For SI: 1 inch = 25.4 mm.

FIGURE 502.2.2.3  
 DECK ATTACHMENT FOR LATERAL LOADS





**THIS FORM REQUIRES A NOTARY SEAL**

**AFFIDAVIT OF EXEMPTION**

The undersigned affirm that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

\_\_\_\_\_ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

\_\_\_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

\_\_\_\_\_  
Signature of Applicant

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

Subscribed, sworn to and  
acknowledged before me by the above  
\_\_\_\_\_ this \_\_\_\_\_ Day  
of \_\_\_\_\_  
20 \_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
**Notary Public**