

# Building Standards

## Deck Permit Information

**Building permits are required for all attached decks, regardless of size and unattached decks over 200 sq. ft.**

Electrical and gas permits may also be required depending on the nature of the work which is being completed.

*All work is to be performed in conjunction with the provisions of the 2013 Residential Code of Ohio, as amended and the city of Dublin Zoning Code.*

When contractors are being hired to complete the work, please contact the City regarding Contractor Registration. If you, as the homeowner, are performing the work, a Homeowner's Affidavit must be completed.

### Submittal

The applicant will submit the following to Building Standards at 5800 Shier Rings Rd:

- Permit Application
- Two copies of site plan
- Two complete sets of drawings (see [Deck Package](#) for details)
- Current City of Dublin Contractor Registration or Homeowner's Affidavit\*

*\*Homeowner Affidavit is required if a City of Dublin registered contractor is not performing all of the work*

### Electronic Plan Submittal

Electronic Plan Submittal is available. ePlan is the City of Dublin's Electronic Plan Review system. It is a web-based solution that allows documents and drawings to be submitted electronically, replacing the traditional paper-based plan review method. ePlan improves the plan review cycle, reduces costs associated with obtaining permit approvals and supports the City of Dublin's green initiatives. Please call (614) 410-4664 to become an ePlan user and for more information on how to use ePlan.

### Site Plan (see attached)

See Deck Package for details

A site plan is a drawing or a survey that shows the property lines of a tract of property and all structures built upon it. The information must be drawn to scale. Copied Site Plans may change the scale of the drawing, thus these processes should be avoided.

The following items must be shown on the site plan:

- All existing structures on a lot and distances to property lines
- The exact location of the proposed deck and steps
- The exact dimensions of the proposed deck and steps
- The distance from the deck and steps to the property lines and to any easement, no build zone or no disturb zone within 3 feet of deck or steps

All distances from deck and/or steps must be measured at right angles to the property or easement lines



# Building Standards

## Deck Permit Information

### Construction Drawing Requirements

See [Deck Package](#) for details

The following items must be shown on construction drawings (drawings must be to scale and show all dimensions)

- Foundation/footing plan with post foundation layout, footing sizes, post sizes, and dimensions
- Floor framing plan with grade of wood, framing member sizes, and spacing
- Connections of all structural members
- Guardrail, handrail and stair detail

Accurate and complete information provided in accordance with the attached documentation will expedite a thorough review of the project

For a pre-submittal meeting with the plans examiner, call 614-410-4613

### Plan Review

- Engineering will review the site plan. Please direct any questions to Engineering at (614) 410-4614
- Zoning will review the site plan. Please direct any Zoning questions to (614) 410-4600
- The Residential Plans Examiner will review the construction drawings for compliance with the 2013 Residential Code of Ohio, as amended. Please direct Building questions to (614) 410-4613

### Disapprovals

If a submittal is disapproved, the applicant will be notified by telephone and will receive a Unified Response Letter, which includes comments from the reviewers. The applicant must pick up the disapproved submittal, make revisions and resubmit the project. Include the previously disapproved set in addition to the revised set.

### Plan Approval and Permit Issuance

The applicant is notified when all approvals are granted. **After the fees are paid and the permit is picked up, construction may begin.**



# Building Standards

## Deck Permit Information

### Inspections

***Approved plans, sign-off card and paperwork must be on site for all inspections. Separate permits are required for electric, gas piping, and plumbing.***

All inspections except plumbing are scheduled by calling the automated inspection line at 410-4680 prior to 6:00 a.m. of the business day of the inspection. The following inspections may be required:

- Footing Inspection – this inspection should be requested after the post holes are dug and/or footing forms are set and **before** the concrete is poured
- Framing Inspection – This inspection should be requested prior to installing decking materials
- Final Inspection – This inspection should be requested once the deck is completed

To Schedule an inspection:

Call 614-410-4680, inspections may be called in at any time, 24 hours a day. If the call is made before 6:00 a.m., the inspection will be conducted that same business day. This line is an automated system; please have the following information at hand when the call is placed: type of inspection, address where the inspection is to be conducted and permit number. Building inspectors will not enter a home when the owner or the owner's representative is not in attendance. If a representative is only available at certain hours, please state this information along with a phone number so that the inspectors may call to confirm, if necessary. Inspections are generally conducted from 8:30 a.m. to 4:00 p.m., Monday through Friday (except Thursday, when inspections will be from 9:45 a.m. to 4:00 p.m.). The building inspectors are available from 7:30-8:00 a.m. and 3:30-4:30 p.m. daily to answer questions, by phoning 614-410-4670.

**IF YOU HAVE FURTHER QUESTIONS ABOUT THESE PROCEDURES, PLEASE FEEL FREE TO CONTACT BUILDING STANDARDS AT (614) 410-4670 FROM 8:00 A.M. – 4:00 P.M. MONDAY, TUESDAY, WEDNESDAY AND FRIDAY AND 9:30 A.M. – 4:00 P.M. THURSDAY.**





**PLEASE TAKE NOTE:**

**IF YOU HAVE BEEN ISSUED ANY OF  
THE FOLLOWING PERMITS, YOU MAY  
REQUIRE SEPARATE ELECTRIC,  
HEATING & VENTILATION AND  
PLUMBING PERMITS.**

**REMODEL ★ BASEMENT FINISH**

**DECK**

**SCREENED PORCH ★ SWIMMING POOL**

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Building Standards • 5800 Shier-Rings Road • Dublin, Ohio 43016  
Phone: (614) 410-4670 • Inspection Line: (614) 410-4680

## **APPLICATION FOR CONTRACTOR'S REGISTRATION**

City of Dublin Registration No. \_\_\_\_\_ Application Date \_\_\_\_\_

As prescribed by Chapter 150.140-150.146 of the Codified Ordinances of the City of Dublin, **all building trade contractors and subcontractors are required to obtain a Contractor's Registration prior to commencing work in the City.**

The Contractor's **Certificate of Liability Insurance** demonstrating a minimum combined bodily and property damage coverage in the amount of \$300,000.00 and **showing the City of Dublin as a Certificate Holder shall be submitted with this application** and maintained in full force and effect. A copy of any policy changes, including renewal, shall be forwarded to the Building Division throughout the term of the Registration.

**A copy of the current qualification certificate** (which has been issued pursuant to Chapter 4740 of the Ohio Revised Code by the Ohio Construction Industry Licensing Board to the contractor or an employee of the contractor) **shall be submitted with this application if such a certificate is required to perform work in said trade** (i.e. Electrical, Plumbing, HVAC, Fire Protection, etc.)

**Please Note: The Certificate of Liability Insurance and any qualification certificates must be kept current for the registration to remain valid.**

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_

Residential                       Commercial                       Both

**Your Contractor Registration must remain active until the time that any projects in which you have participated receive an Occupancy Certificate.**

**ALL CONTRACTORS: \$65.00**

**All registrations expire December 31, of the year issued and must be renewed if projects continue into the new year.** The undersigned agrees to comply with all applicable building codes and the Codified Ordinances of the City of Dublin.

Applicant (please print): \_\_\_\_\_

Signature: \_\_\_\_\_



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***HOMEOWNER AFFIDAVIT***

**Homeowner:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

By signing this affidavit, I do hereby swear and/or affirm that I am the Owner and occupant of the single-family dwelling located at the above address. I am making application for a Permit. If granted, **I WILL PERSONALLY PERFORM THE WORK ASSOCIATED WITH THIS PROJECT, OR CONTRACT ONLY WITH A CONTRACTOR REGISTERED WITH THE CITY OF DUBLIN.** I understand I am personally responsible to assure all work performed under the permit is compliant with all related building codes and ordinances of the City of Dublin. As prescribed by Chapter 150.140-150.146 of the Codified Ordinances of the City of Dublin,

**I UNDERSTAND VIOLATION OF THE TERMS OF THIS AFFIDAVIT ARE A BASIS FOR REVOKING THE PERMIT, AND PROSECUTION OF ANY PARTY INVOLVED.**

**Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

**Homeowner:** \_\_\_\_\_ **Notary:** \_\_\_\_\_

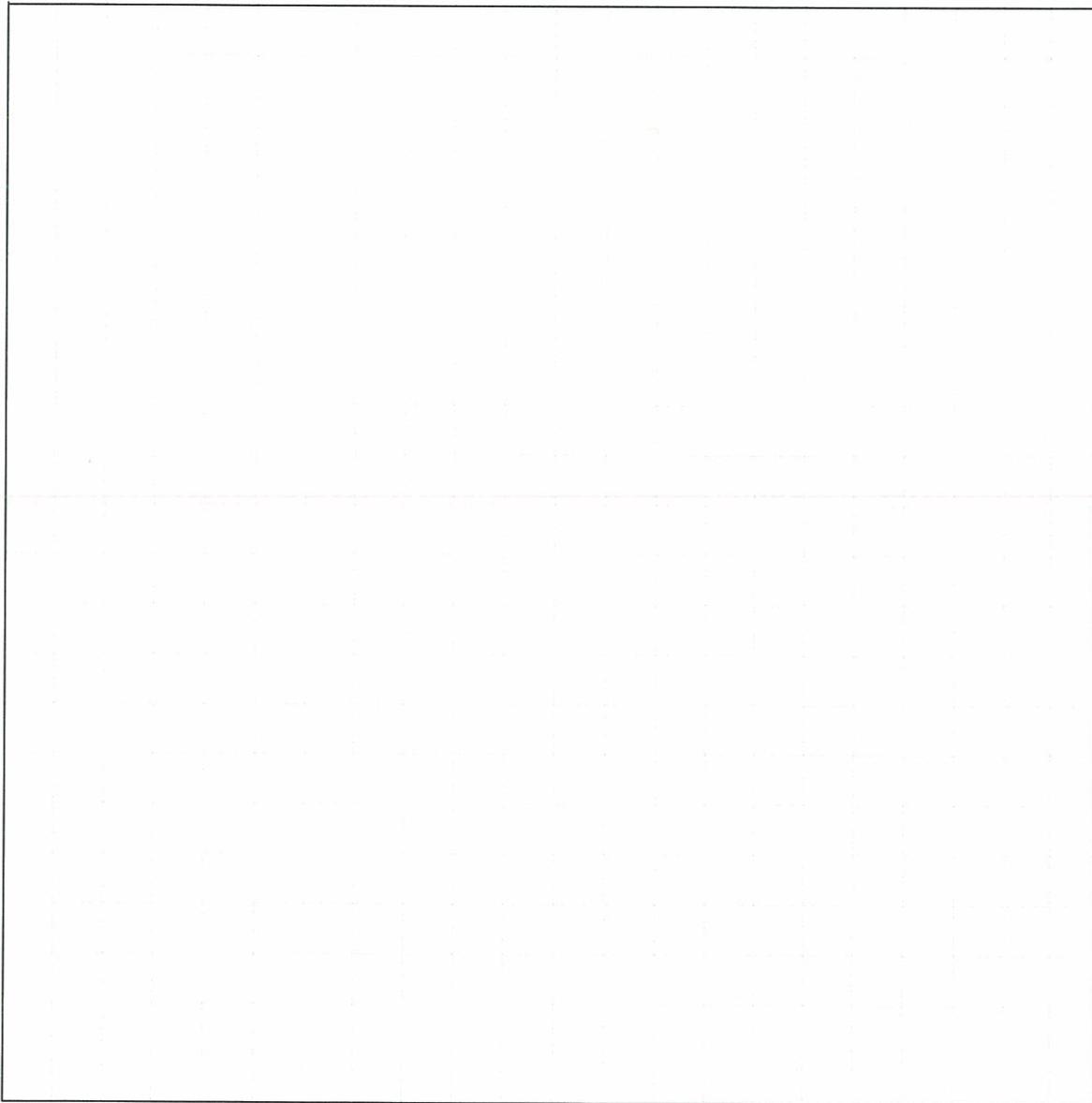


**SUBMIT THIS SHEET WITH APPLICATION**

# Residential Deck

Directions

1. Draw your deck plan in the space provided below. (each square = 1ft.X1ft.)
2. Provide location and sizes for foundations, posts, beams and floor joists.
3. Provide all required dimensions. (see sample)



PLEASE FILL IN THE BLANKS

Foundation Diameter = \_\_\_\_in. (12" minimum)

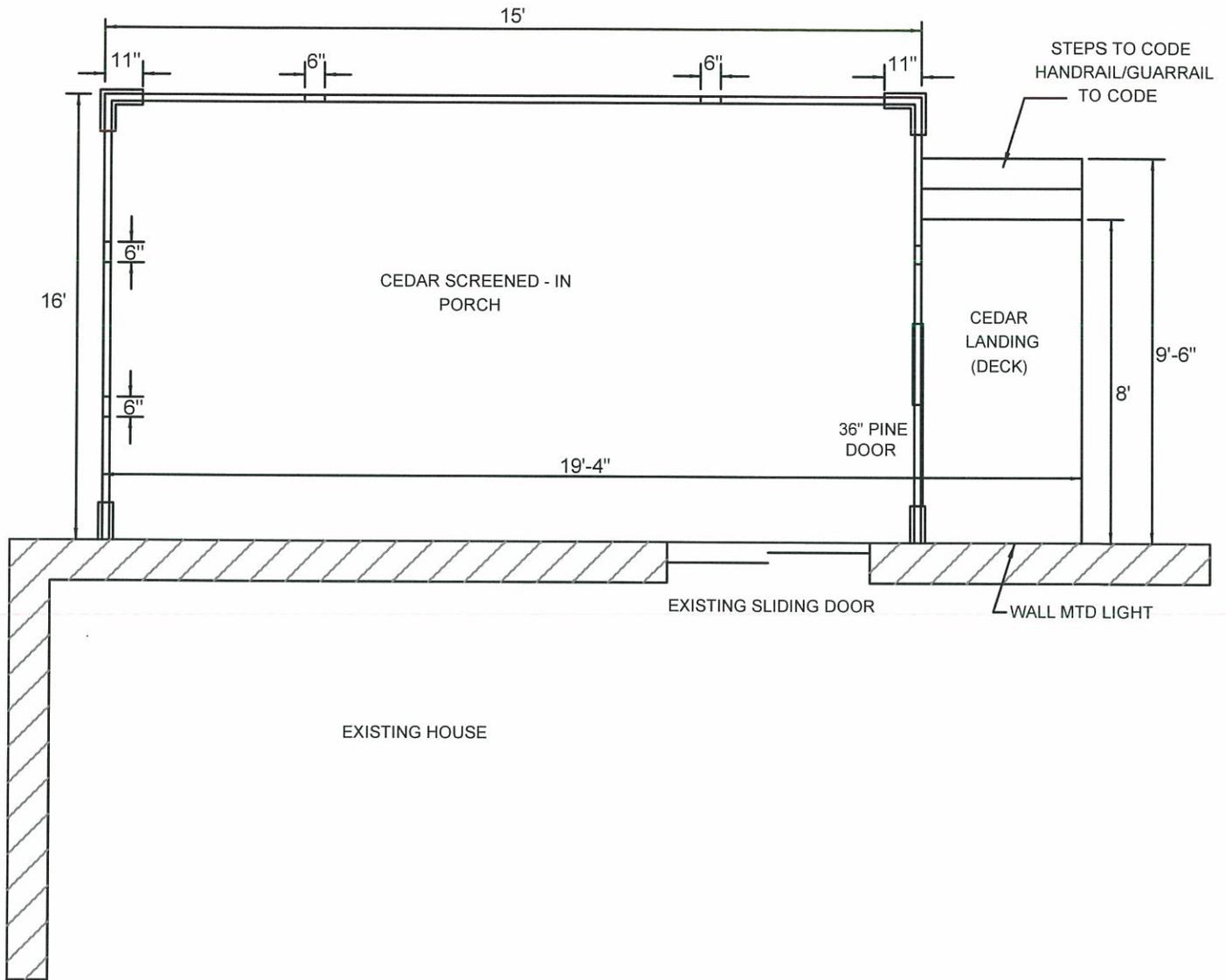
Beam Size = 2 in. x \_\_\_\_in.

Post Size = \_\_\_\_in. x \_\_\_\_in.

Joist Span = \_\_\_\_ft. \_\_\_\_in.

Joist Size and Spacing = 2 in. x \_\_\_\_in. \_\_\_\_in. O.C.

# FLOOR PLAN (SAMPLE ONLY)



## NOTES:

HANDRAIL WITH CIRCULAR 1 1/4" MIN. ~ 2 5/8" MAX. DIAMETER OR PROVIDE EQUIVALENT GRASPABILITY.

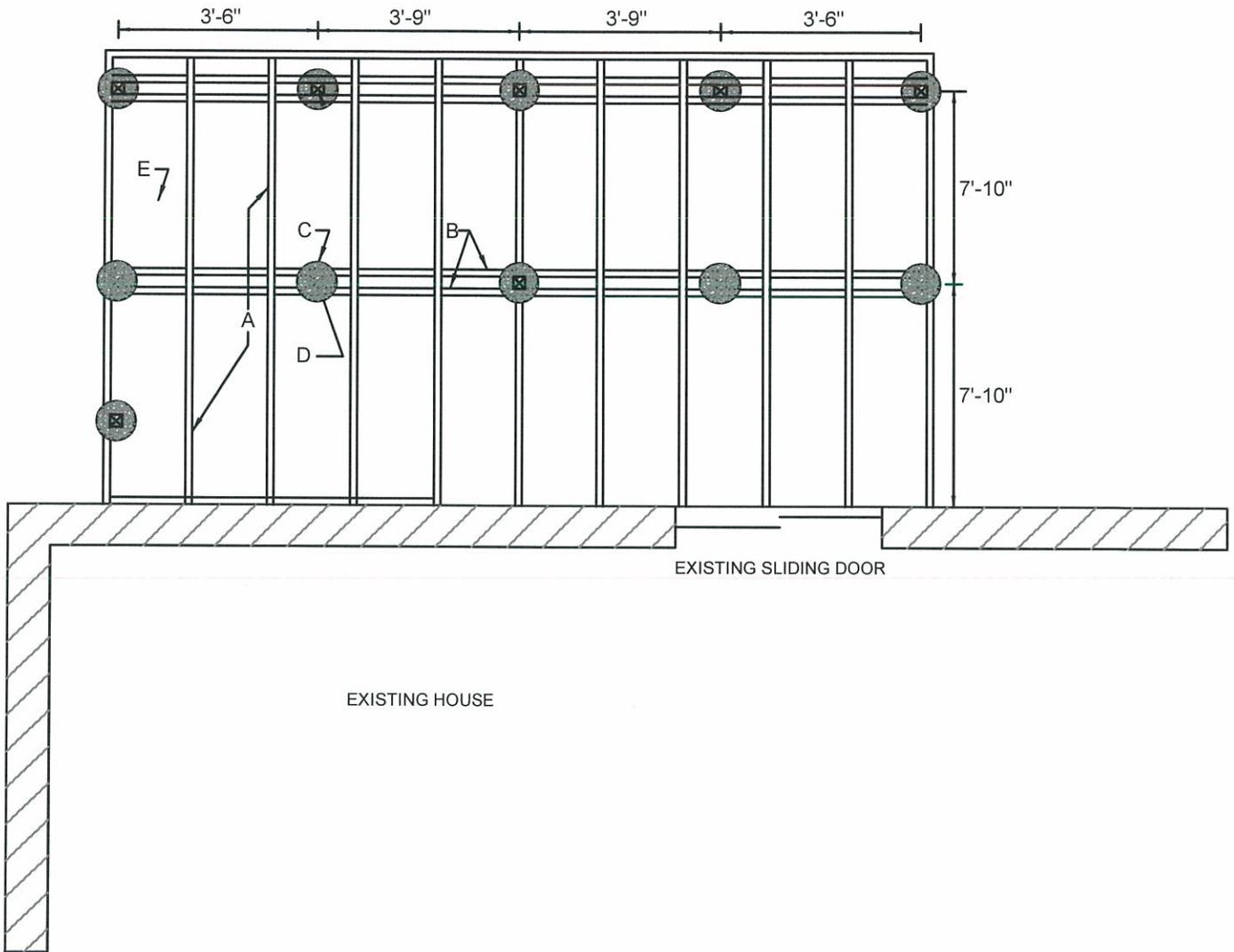
HANDRAIL AND GUARDRAILS TO MEET SECTION 315-OHIO RESIDENTIAL CODE 4" MAXIMUM SPACE.

7 3/4" MAX. RISE 10" MIN. RUN PER CITY OF DUBLIN.

UNDERGROUND UTILITIES	
	Two Working Days BEFORE YOU DIG
Call 800-362-2764 (Toll free)	
OHIO UTILITIES PROTECTION SERVICE	
NON-MEMBERS MUST BE CALLED DIRECTLY	

# FLOOR FRAMING PLAN

## (SAMPLE ONLY)



### LEGEND

- A = FLOOR JOIST
- B = BEAM W/ 1/2" CARIAGE BOLTS
- C = FOOTING, MIN. 36" BELOW GRADE.
- D = 4X4 PT POST
- E = GRAVEL OVER 6 MIL VISQUEEN.

UNDERGROUND UTILITIES	
	Two Working Days
BEFORE YOU DIG	
Call 800-362-2764 (Toll free)	
OHIO UTILITIES PROTECTION SERVICE	
NON-MEMBERS	
MUST BE CALLED DIRECTLY	

### **How to Calculate Deck Footing Size**

See attached example deck layout

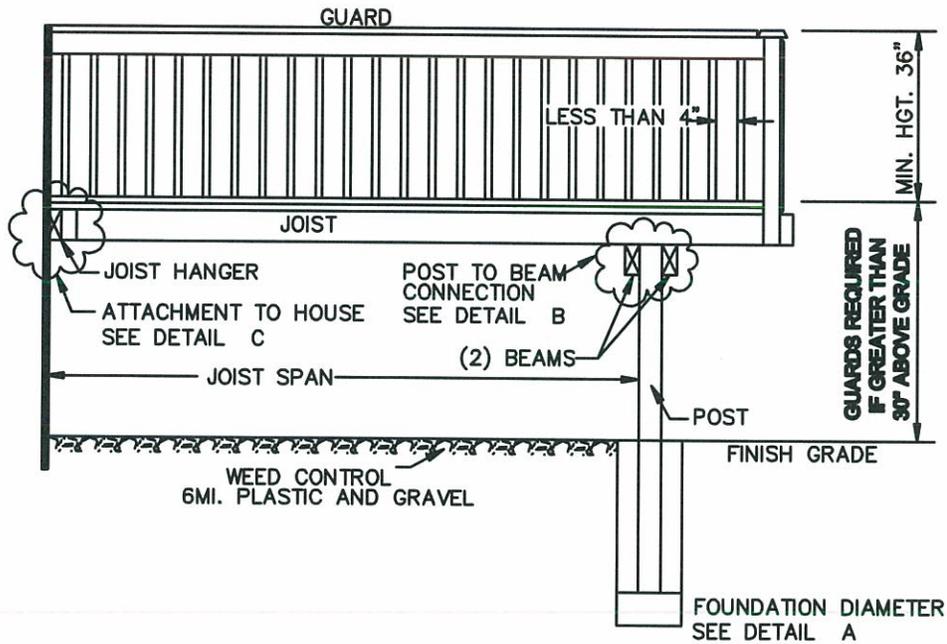
1. Determine distance between supports (left to right on page)
  - A. Measure on left side of footing halfway to next support = 1'-10.5"
  - B. Measure on right side of footing halfway to next support = 1'-9"
  - C. Total distance = 3'-7.5"
  
2. Determine distance between supports (top to bottom of page)
  - A. Measure above footing halfway to next support = 4" (overhang)
  - B. Measure below footing halfway to next support = 3'-10.5"
  - C. Total vertical measurements = 4'-2.5"
  
3. Determine Tributary Area in square feet.
  - A. Multiply measurement from step 1 by measurement in step 2 to find total tributary area.
  - B. Refer to Attached Table to determine required footing size.

Exterior Deck and Porch Footing Size in Inches		
Diameter	Square	Maximum Tributary Area Allowed per Post (sq. ft.)
8	8 x 8	10.5
10	9 x 9	16.5
12	11 x 11	23.7
14	13 x 13	32.1
16	15 x 15	42
18	16 x 16	53.1
20	18 x 18	65.4
Based upon 1,500 lb. soil bearing capacity.		
Based upon 40 psf live load and 10 psf dead load.		

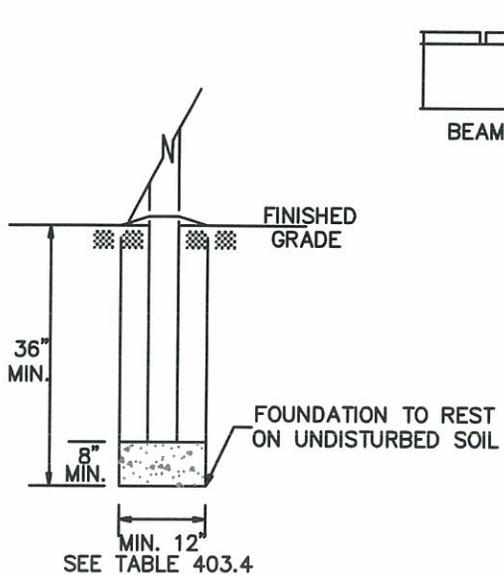


**SUBMIT THIS SHEET WITH APPLICATION**

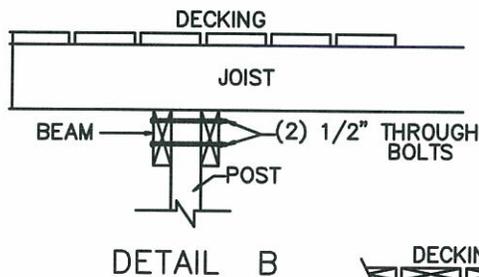
# Residential Deck



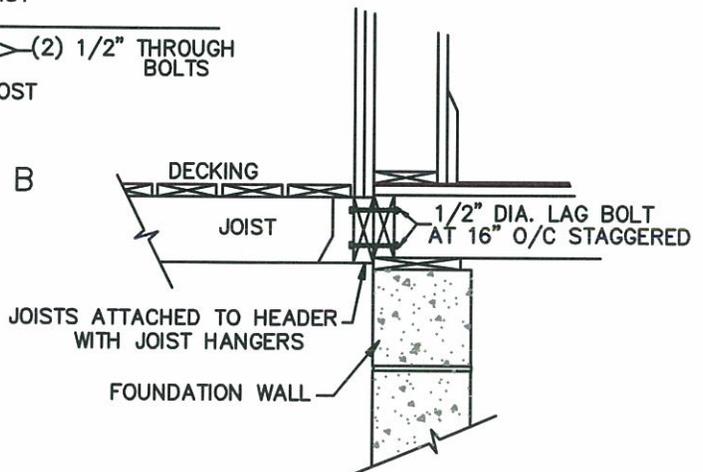
**CIRCLE EACH DETAIL THAT APPLIES**



DETAIL A



DETAIL B



DETAIL C

**SUBMIT THIS SHEET WITH APPLICATION**

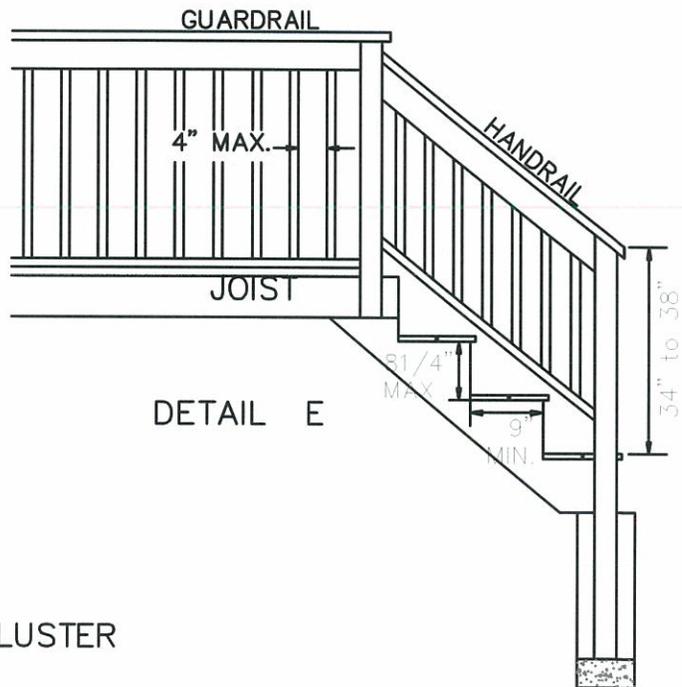
# Residential Deck

## GUARDRAIL/HANDRAIL/STAIRS DETAIL

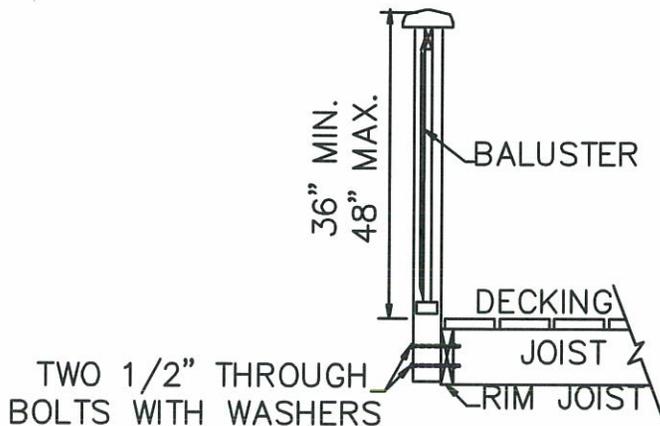
**THE GREATEST RISER HEIGHT OR TREAD DEPTH SHALL NOT EXCEED THE SMALLEST BY MORE THAN 3/8".**

**CIRCLE EACH DETAIL THAT APPLIES**

STAIRS WITH 4 OR MORE RISERS REQUIRE A HANDRAIL ON AT LEAST ONE SIDE WITH ADEQUATE GRASPABILITY.



DETAIL E



DETAIL D