



Building Guides
for Homeowners

Uncovered Decks & Porches



DID YOU KNOW?

- As “owner-builder” you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name
- If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits
- If you plan to do your own work, including all of the trade work then you may apply for the permit
- Frequent practices of unlicensed contractors is to secure an “owner-builder” building and trades permits, erroneously implying that the property owner is providing his or her own labor and material personally
- It would benefit you to hire a licensed contractor to perform the trade work
- Permits are valid for work to begin within six months

Why Do I need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor’s experience and act as a system of checks and balances resulting in a safer project.

It’s the Law

Permits are required by City Ordinance. Work without a permit may be subject to removal or other costly remedies.

The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with city staff to determine if it is subject to additional requirements.

What do I need in order to apply for a building permit?

The following must be submitted:

<input type="checkbox"/>	Site Plan	Page 2
<input type="checkbox"/>	Construction Details	Page 2
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What is a Site Plan?

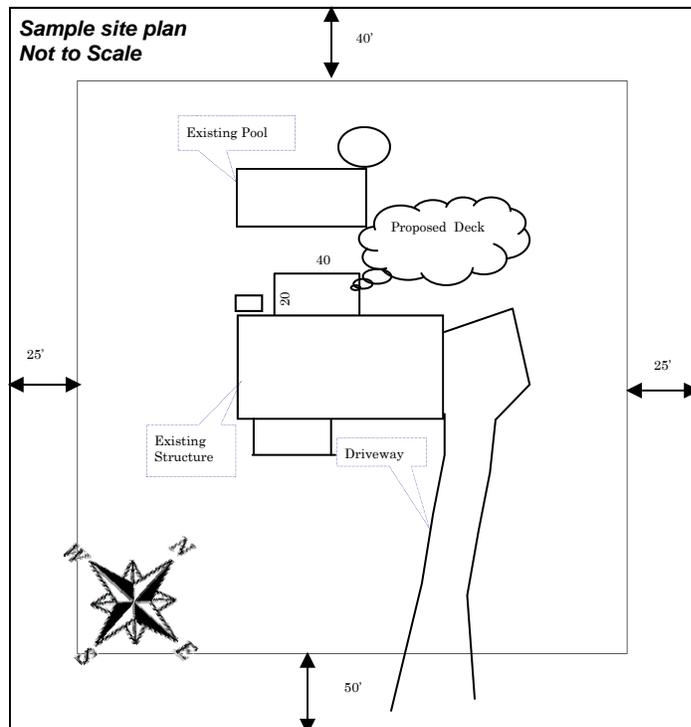
A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

What is REQUIRED for a Permit?

- Provide copies of the SITE PLAN

Notes:

1. Structures must meet zoning requirements and may not be permitted to be built over setback lines, easements, or property lines
2. A survey from a registered land surveyor will be required if your project is located in a protected area
3. An as-built survey is required if the structure is proposed within 12" of a required minimum setback
4. If you will need to remove trees for your project, you will be required to obtain approval from the City engineer prior to removal
5. If you are on a septic tank, you will be required to have approval from the county health department prior to issuance of a permit
6. If you do not know the location of your utilities, contact the Utility Notification Center. Remember to ask them about the cost of this service



Construction Details

What is REQUIRED for a Permit?

- Provide copies of a DECK PLAN (cross-sectional drawing showing):
 - footing dimensions
 - column dimensions
 - attachment details
 - Spans of joists, beams & decking

NOTES:

1. Unless noted otherwise, all lumber shall be southern pine, grade #2 or better and shall be pressure treated ACQ or CA-B
2. All lumber in contact with the ground shall be rated as "ground contact"
3. All screws or nails shall be hot dipped galvanized or stainless steel, and nails shall be ring shanked or annular grooved
4. All hardware shall be galvanized with a G-185 coating or shall be stainless steel
5. Stairways shall be not less than 36" in width
6. Conditions which do not meet these details will require a plan submission

Tips on hiring contractors

- ◆ Hire only licensed contractors
- ◆ Get at least 3 bids
- ◆ Get 3 references, and ask to see a project
- ◆ Get it in writing - but before you sign the contract, make sure you completely understand
- ◆ **Have the contractor apply for the required permits**

