

# CITY OF WAYNE



## Deck Permit Packet Information

**NOTE:** Plan review and permit issuance may take  
up to 10 (ten) working days.

Updated July ~ 2021



## NOTICE OF RECEIPT

I/We, \_\_\_\_\_, do hereby certify to the following:

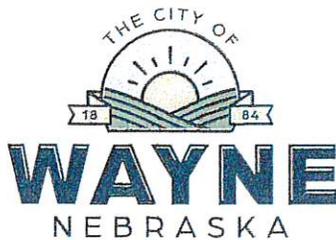
- I/We have received, read, and examined the NOTICE TO CONTRACTORS packet, including the Building Permit Deposit Fee information, and do hereby understand what is required for submission of a building permit application.
- I/We, further agree that no portion of the proposed structure covered by this building permit will be occupied until a final inspection has been conducted by the City of Wayne Building Inspection Department, and an occupancy certificate issued.
- I/We, further acknowledge that I/we have received a copy of Article 13 State Highways, specifically sections 39-1311 through 39-1311.05, as it relates to the Highway 35 Expressway project. (May or may not be applicable to your specific project.)
- I/We further acknowledge that up to ten (10) working days may be required for plan review and permit issuance.
- I/We further acknowledge that the plans will only be reviewed once the following has been submitted:
  - Building Permit Application
  - Full Set of Plans, Including a Site Plan
  - Engineer's Stamp, if applicable
  - Plan Review by State Fire Marshal, if applicable
- I/We further acknowledge that inspections will only be conducted once the building permit has been issued and paid for.
- I/We further acknowledge that by Municipal Code silt protection will be required on the downhill side of any lot (Commercial or Residential) prior to a footing inspection being conducted. City Code prohibits property owners from allowing dirt to run across any public sidewalk or street.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date



## BUILDING PERMIT DEPOSIT FEE INFORMATION

On November 5, 2019 the Wayne City Council approved Resolution No. 2019-66, which amended the deposit fee for building permits and a penalty for obtaining no building permit.

The amended deposits became effective November 5, 2019 with the following:

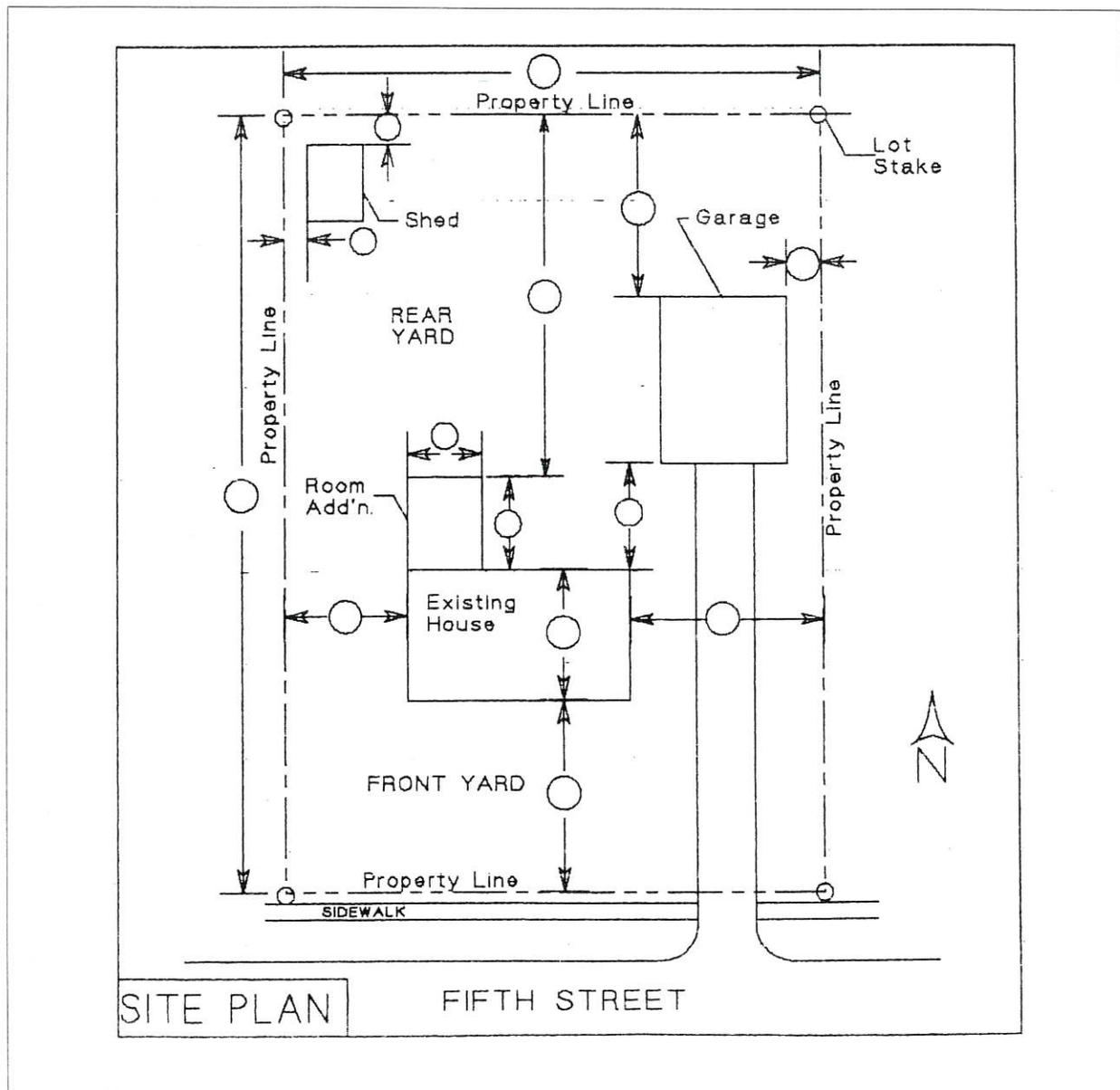
1. Building Permit Cash Deposit:
  - a. On a project valued at \$100,000 or less \$500.00
  - b. On a project valued over \$100,001 \$1,000.00
2. The cash deposit shall be forfeited to the City if the contractor fails to call the Building Official to request the required inspections as noted on the building permit card.
3. Upon forfeiture of the building permit cash deposit, a new cash deposit of the same amount shall be required before construction can continue.
4. The building permit cash deposit shall not be waived.
5. The cash deposit shall be returned to the owner or contractor as stated on the building permit application within ten (10) business days after issuance of the Certificate of Occupancy.

The following became effective immediately upon passage of Resolution No. 2007-86 (the original resolution which established the deposits): the penalty for no building permit shall be two times the building permit fee.

Further, any building permit plans submitted, the initial review of the plans shall be at no cost. Any subsequent plan review (for changes, additions, revisions) shall be subject to a non-refundable charge of \$35 for the first hour of review and \$25 per hour thereafter, plus any expenses incurred.

# EXAMPLE SITE PLAN

1. PLEASE NOTE DISTANCE BETWEEN EXISTING AND PROPOSED STRUCTURES & FROM PROPERTY LINES.
2. SITE PLAN NEEDS TO BE SUBMITTED WITH EACH BUILDING PERMIT APPLICATION.
3. PLEASE NOTE "NORTH" ON SITE PLAN.





# Building Guide

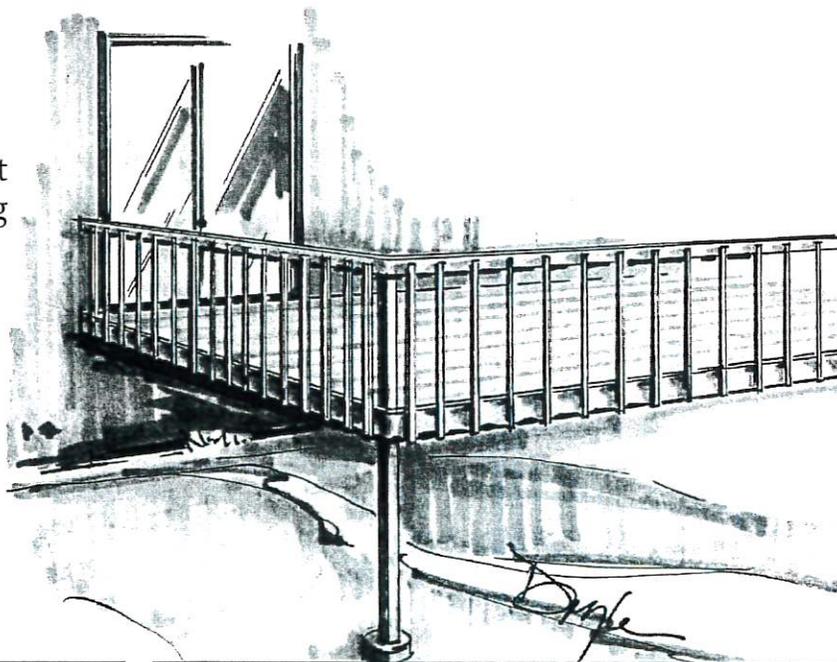
## Single Family Residential Uncovered Decks and Porches

### How to Use this Guide

Provide two sets of plans and complete the following:

- 1. Complete this Building Guide** by filling in the blanks on page two, and indicating which construction details will be used.
- 2. Provide 2 Plot Plans** (site plan) showing dimensions of your project or addition and its relationship to existing buildings or structures on the property and the distance to existing property lines drawn to scale.
- 3. Fill out a building permit application.**

The majority of permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.



This information is for reference purposes only. If you wish to use as part of your submittal documents, please complete the blanks and submit with the remaining building permit packet application.

# Single Family Residential Uncovered Decks and Porches

## Directions

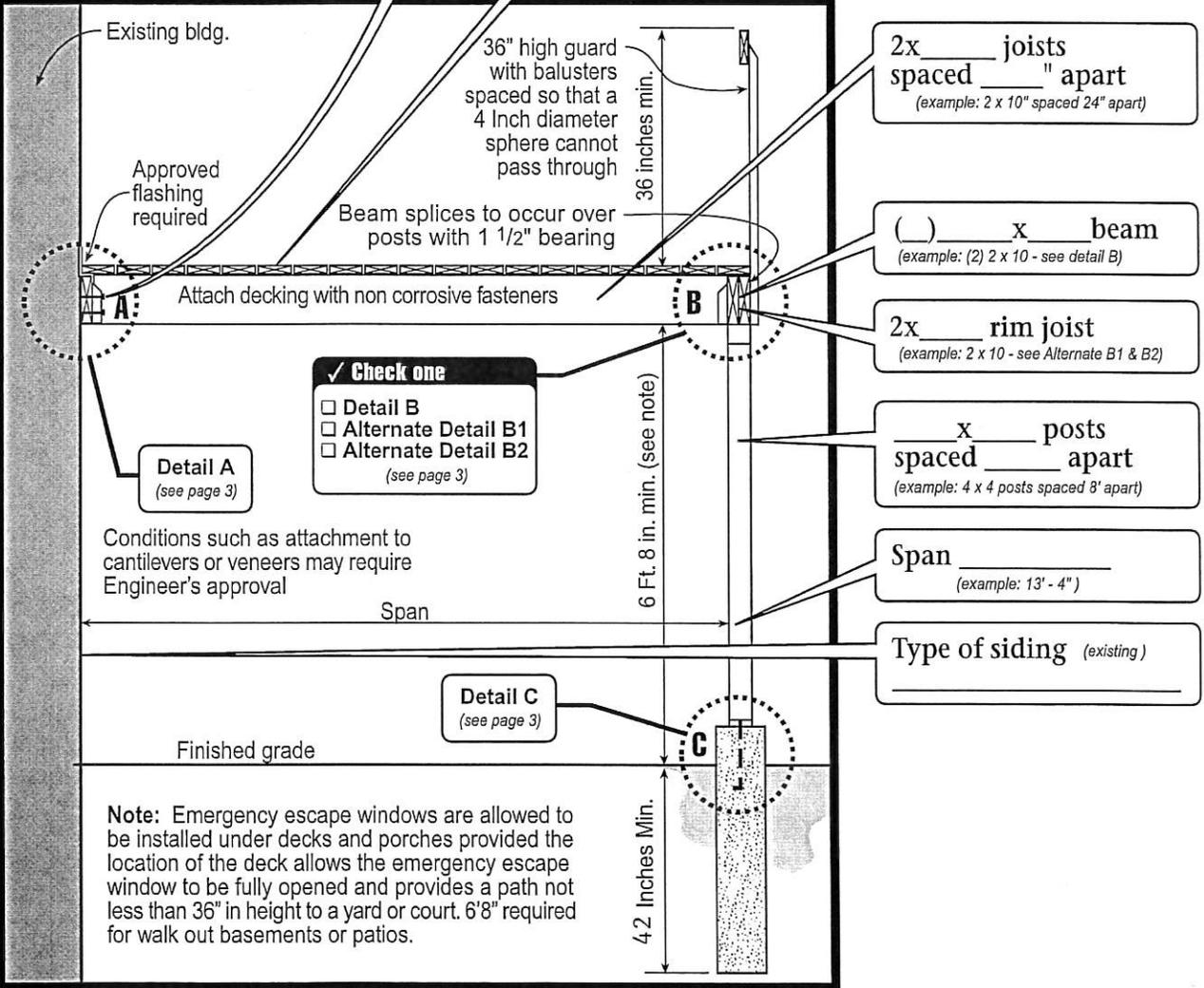
- Fill in the blanks on pages 2 and 3 with dimensions and materials which will be used to build the structure. Please print legibly.
- Indicate in the check box which detail from page 3 will be used.

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

**Size and Amount of Lags**  
 \_\_\_\_\_  
 (example: Two 3/8"x 4 1/2" lags @ 16" O.C.)

**Type of decking** \_\_\_\_\_ x \_\_\_\_\_ - \_\_\_\_\_  
 (example: 1 x 4 or 2 x 6 - Trex)

## Deck Section



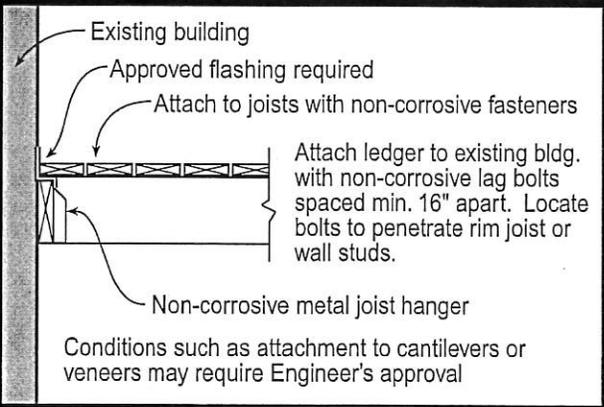
**Note:** A plot plan (plan view) showing the dimensions of your project or additions and its relationships to existing buildings or structures on the property must be included. In addition to project dimensions, your plot plan must also show other details such as post locations and spacing, joist and beam spans, and any other pertinent information not shown on the section drawing.

\_\_\_\_\_

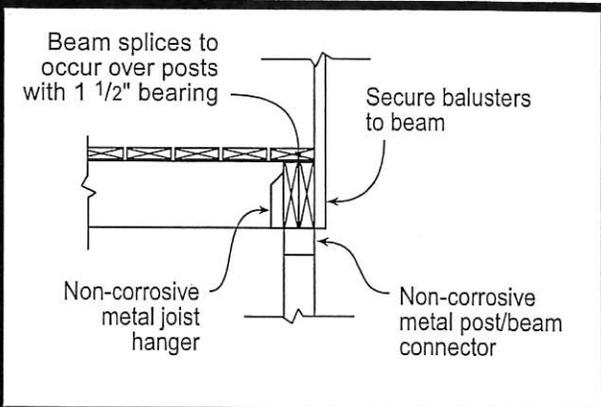
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# Single Family Residential Uncovered Decks and Porches

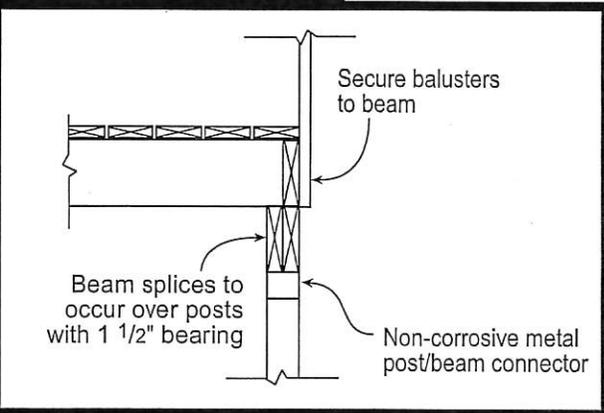
## Detail A



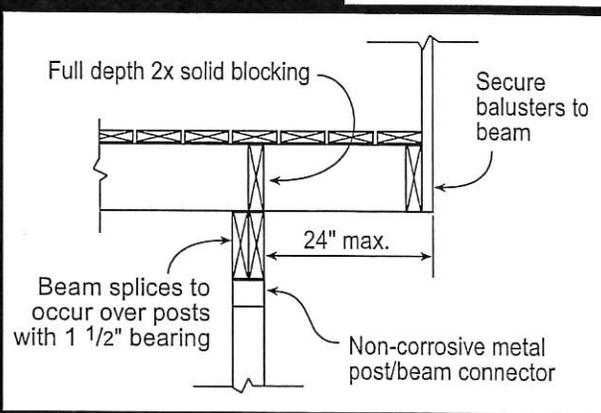
## Detail B



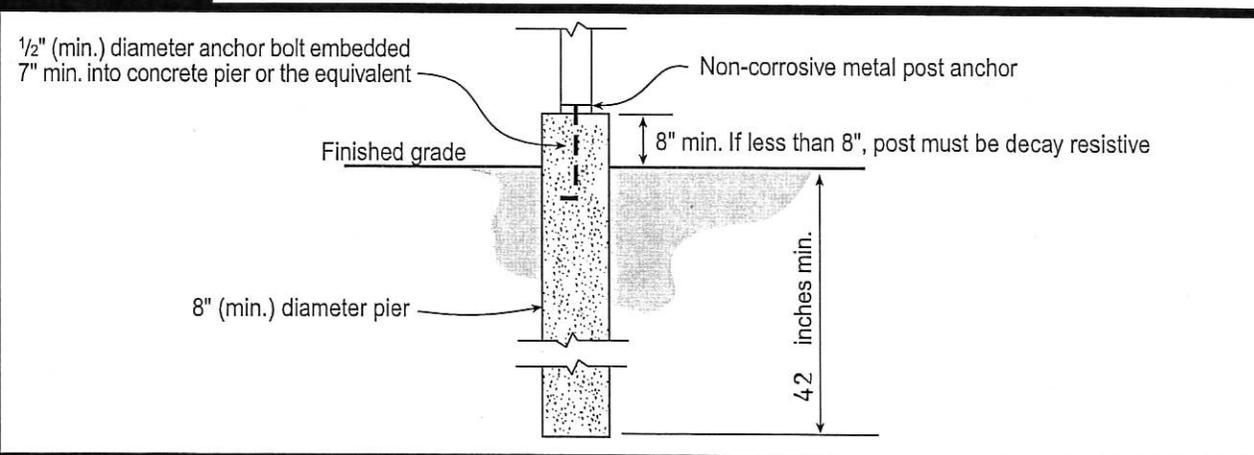
## Alternate Detail B1



## Alternate Detail B2

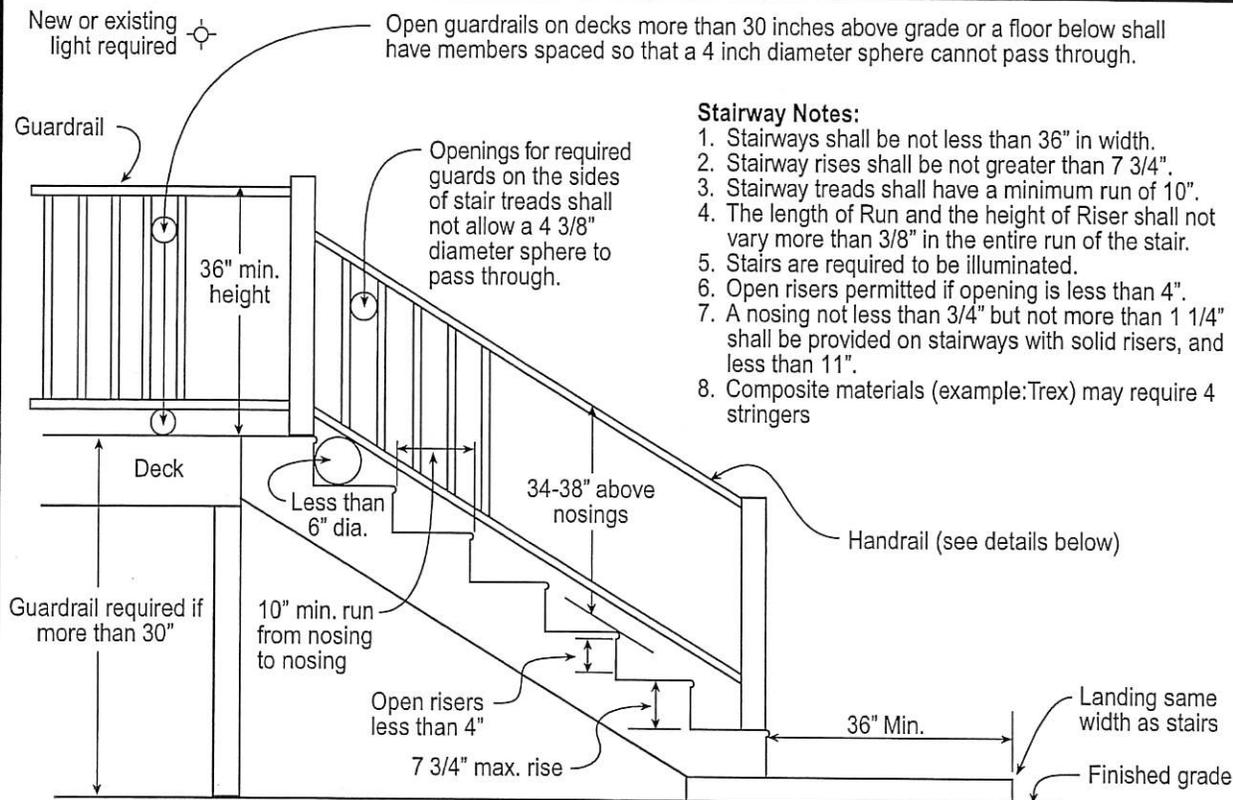


## Detail C



# Single Family Residential Uncovered Decks and Porches

## Stair & Handrail Specifications



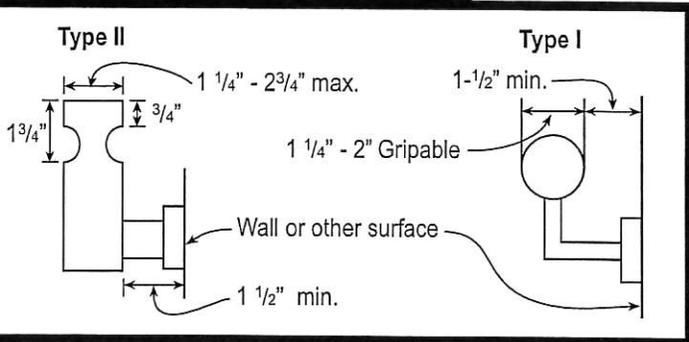
### Stairway Notes:

1. Stairways shall be not less than 36" in width.
2. Stairway rises shall be not greater than 7 3/4".
3. Stairway treads shall have a minimum run of 10".
4. The length of Run and the height of Riser shall not vary more than 3/8" in the entire run of the stair.
5. Stairs are required to be illuminated.
6. Open risers permitted if opening is less than 4".
7. A nosing not less than 3/4" but not more than 1 1/4" shall be provided on stairways with solid risers, and less than 11".
8. Composite materials (example:Trex) may require 4 stringers

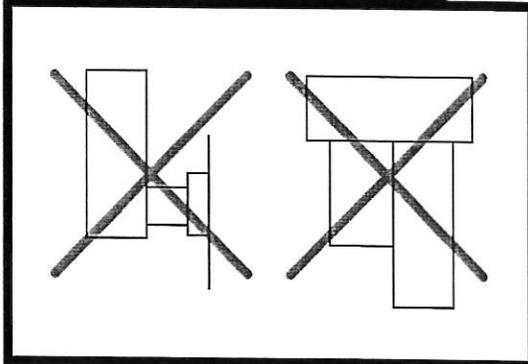
### Handrail Notes:

1. Handrails shall be continuous on at least one side of stairs with 4 or more risers.
2. Top of the handrails shall be placed not less than 34 inches nor more than 38 inches above stair nosings.
3. The handgrip portion of handrails shall be not less than 1-1/4 inches nor more than 2 1/4 inches in cross section for non circular handrails.
4. Handrails shall be placed not less than 1-1/2 inches from any wall or other surface.
5. Handrails to be returned to wall, post or safety terminal (per 311.5.6.2 IRC)

### Acceptable Handrail Details



### Unacceptable Handrails



# DECK AND STAIR DETAIL

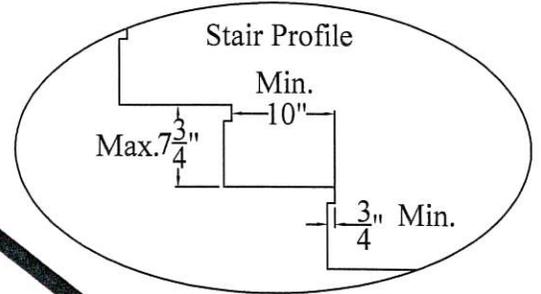
## SAMPLE Sectional View

SCALE 1/4" = 1'

Maximum Rise 7 3/4"  
 Minimum Run 10"  
 Minimum Bull Nose 3/4"  
 Nosing not required on treads greater than 11"  
 Maximum Riser Variance 3/8" (including last step to grade level)  
 Minimum Stair Width 36"

Multi Family Dwelling

Single Family Dwelling



Decking  
 Floor Joist  
 2 X \_\_\_ @ \_\_\_ Center

Galv. Anchor

GRADE

Min 42" below grade

Aggregate, Concrete, or Dirt

Support post dimensions \_\_\_ X \_\_\_

Concrete, Blocks, or Firm base

Footing Width must be 2 times greater than post dimension

