

# Construction Guide: Deck Permit Application Packet

(Updated 4/2019)



Please fill out the following forms and return to the Building & Zoning Office for processing. Applications for deck permits are usually approved within 1-2 weeks, so please plan ahead accordingly.

The State of Wisconsin has recently adopted a new deck code. The link to the code requirements can be found at <http://dps.wi.gov/pages/rulesstatutes/tradesprogram.aspx>

## 1. Building Permit Application

- a. Complete the highlighted boxes on the application. Don't forget your signature! If you choose to hire a contractor he/she must hold a valid Wisconsin Dwelling Contractor AND Dwelling Contractor Qualifier License.

## 2. Building & Zoning Requirements

- a. Sign and date at the bottom of the Building and Zoning form. The permit number will be added once the application is approved.

## 3. Site Plan Requirements

- a. Submit a bird's-eye view of your property showing your house and any other structures on the lot. Indicate with a dotted line where the proposed deck will be placed, noting the size and the distance from the deck to all four property lines. If you need your deck setbacks or lot size, please give our office a call and we would be happy to provide them. Please note that setbacks vary by zoning district. It is the homeowner's responsibility to know where the property line is and submit accurate documentation.

## 4. Deck Framing Plan Worksheet

- a. Complete the deck framing worksheet. Consult the new deck code via the link on our website for assistance.

# CITY OF NEW RICHMOND

## UNIFORM BUILDING PERMIT APPLICATION

Application No. \_\_\_\_\_

**PERMIT REQUESTED**

- Const.   
  HVAC   
  Elec   
  Plbg   
  Erosion   
  Other

Owner's Name	Mailing Address	Tel.
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
		Tel.
		FAX
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
		Tel.
		FAX
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
		Tel.
		FAX
Contractor's Name: <input type="checkbox"/> Con <input type="checkbox"/> Elec <input type="checkbox"/> HVAC <input type="checkbox"/> Plbg	Lic/Cert#	Mailing Address
		Tel.
		FAX
Project Address	Subdivision Name	Lot No.      Block No.

Zoning District(s)	Lot Area	Setbacks	Front	Rear	Left	Right
			ft.	ft.	ft.	ft.

1. PROJECT	3. OCCUPANCY	6. ELECTRICAL	9. HVAC EQUIPMENT	12. ENERGY SOURCE							
<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Sign <input type="checkbox"/> Other	<input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Type _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____	Entrance Panel Amps: <input type="checkbox"/> Underground <input type="checkbox"/> Overhead	<input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Basebd/Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Broiler <input type="checkbox"/> Central Air Cond. <input type="checkbox"/> Fireplace <input type="checkbox"/> Other _____	Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar	
<b>2. AREA INVOLVED</b> Unfinished Basement Including _____ Sq Ft Crawl Space _____ Sq Ft Living Area _____ Sq Ft Garage _____ Sq Ft Deck _____ Sq Ft		<b>7. FOUNDATION</b> <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Treated Wood <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		<b>10. SEWER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Septic Permit No _____		Space Htg _____ Water Htg _____		<input type="checkbox"/> Dwelling unit has 3 kilowatt or more electric space heating equip. Infiltration control option is: <input type="checkbox"/> Sealing of all joints <input type="checkbox"/> Blower door test <input type="checkbox"/> Exterior air infiltration barrier			
<b>4. CONST. TYPE</b> <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd <input type="checkbox"/> UDC <input type="checkbox"/> HUD		<b>8. USE</b> <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other _____		<b>11. WATER</b> <input type="checkbox"/> Municipal Utility <input type="checkbox"/> Private On-Site Well		<b>13. HEAT LOSS (CALCULATED)</b> Envelope _____ BTU/HR Infiltration _____ BTU/HR					
<b>5. STORIES</b> <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Plus Basement <input type="checkbox"/> Other _____				<b>14. PROJECT COST (INCLUDE LABOR)</b> \$ _____							

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, expressed or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side. **Local permit expires 18 months from date of issuance.**

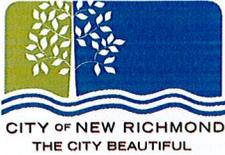
**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE SIGNED** \_\_\_\_\_

**APPROVAL CONDITIONS:** This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalties

**PROJECT DESCRIPTION:**

**PERMIT DOES NOT INCLUDE:**

FEES:	PERMIT(S) ISSUED	PERMIT ISSUED BY:
Local Permit _____ SAC _____ Impact _____ Park _____ Other _____ <b>Total</b> _____	<input type="checkbox"/> Construction <input type="checkbox"/> HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Erosion <input type="checkbox"/> Other _____	Name _____ Date _____ Cert No _____ Telephone Number 715-246-3736



# CITY OF NEW RICHMOND

## BUILDING & ZONING REQUIREMENTS

(updated 04/2019)

1. No construction or excavation allowed without permit issuance. Permits will not be issued or valid until payment is received. Double permit fees will be assessed for work started without a permit per Ord. Sect. 105-33. Strict erosion control compliance including off-site tracking will be enforced. Placement of dumpsters on City streets requires prior approval from the Director of Public Works.
2. Check with local Building Inspection/Zoning Administrator office prior to any home improvements, landscaping, fencing, pools, excavation, antennas, outdoor wood stoves, paving, planting, misc. construction projects, etc. **Always check private covenants before building. It is the applicant's responsibility to adhere to private covenants.**
3. Municipality NOT responsible for:
  - Any site work or construction performed prior to plan review and building permit issuance.
  - Property line locations.
  - Proper lot/building site validation.
  - Enforcing private covenants.
4. Owner/Builder IS responsible for:
  - Zoning compliance. Inquire about specific zoning requirements.
  - Obtaining utility easements for any services traversing adjacent/contiguous lots or parcels.
  - Verifying that sub-contractor licensing through the State of Wisconsin is current.
  - Declaring if property lines are present at common walls on the building permit application for two unit buildings under separate ownership.
  - Building plans matching the intended construction.
  - Displaying property lines upon initial footing inspection. Setbacks are NEVER measured from the curb - always measure from the property lines
  - Final inspection notification upon completion of project. Occupancy NOT permitted until completion of all conditions on the final inspection report is satisfied.
5. 48-hour UDC inspection notification preferred. Allowances will be made on a case-by-case basis. Any re-inspection shall be subject to a \$75.00 fee for each incident.
6. City of New Richmond Building Inspection/Zoning Administrator office reserves citation authority for violations.
7. City of New Richmond building permit expires 24 months from date of issuance.
8. **Cautionary Statement to Owners Obtaining Building Permits:** 101.65(lr) of the Wisconsin State Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:
  - (a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by an negligence of the contractor that occurs in connection with the work performed under the building permit.
  - (b) The owner may not be able to collect from the contractor any damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury or death of others or damage to property that is caused by negligence by the contractor that occurs in connection with the work performed under the building permit.
9. **I agree to all applicable codes, statutes and ordinances and with the conditions of this permit: understand that the issuance of the permit creates no legal liability, expressed or implied, on the state or municipality; and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility.**

I, \_\_\_\_\_, understand and agree to these aforementioned conditions.

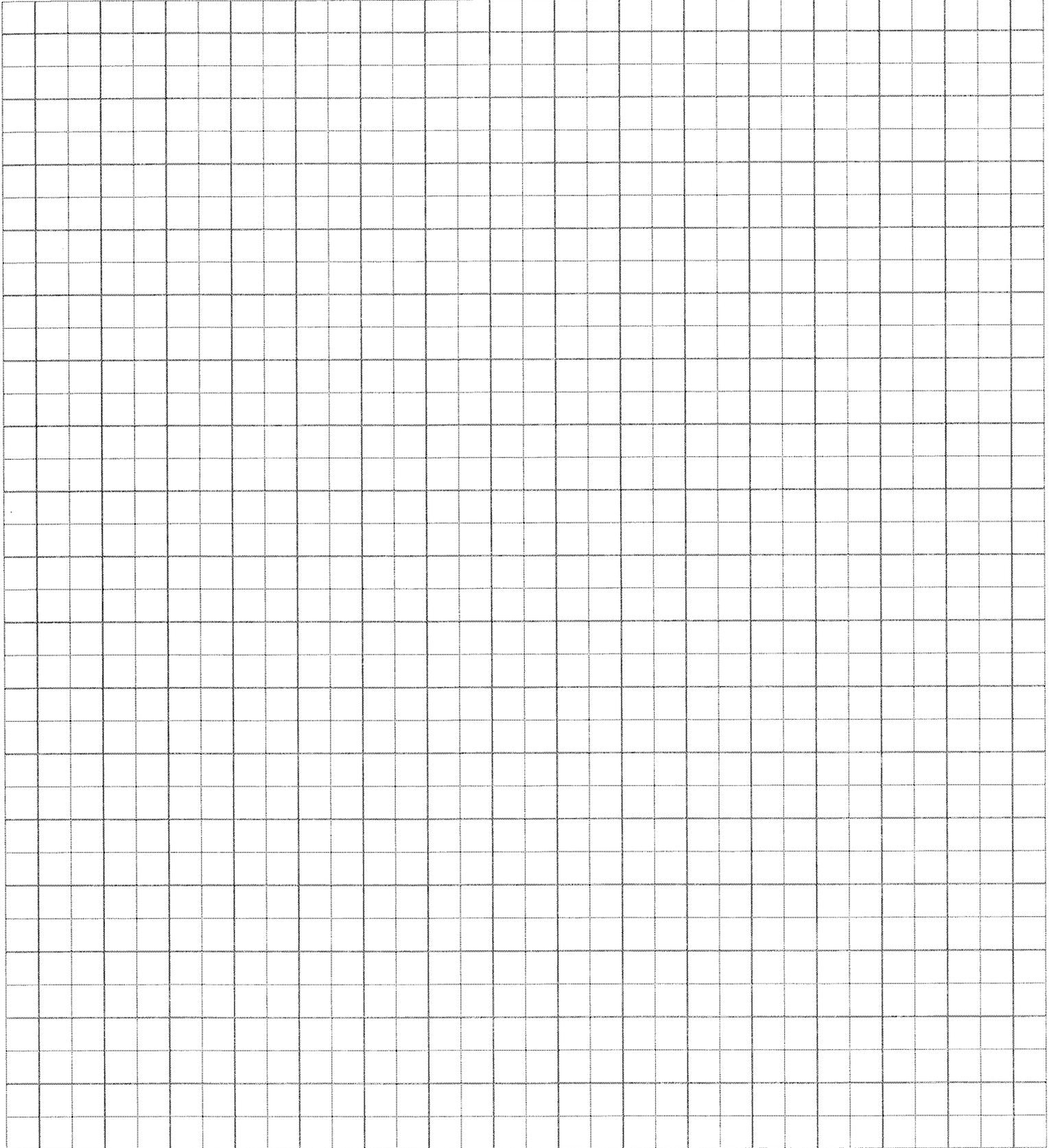
Dated \_\_\_\_\_

Building Permit # \_\_\_\_\_

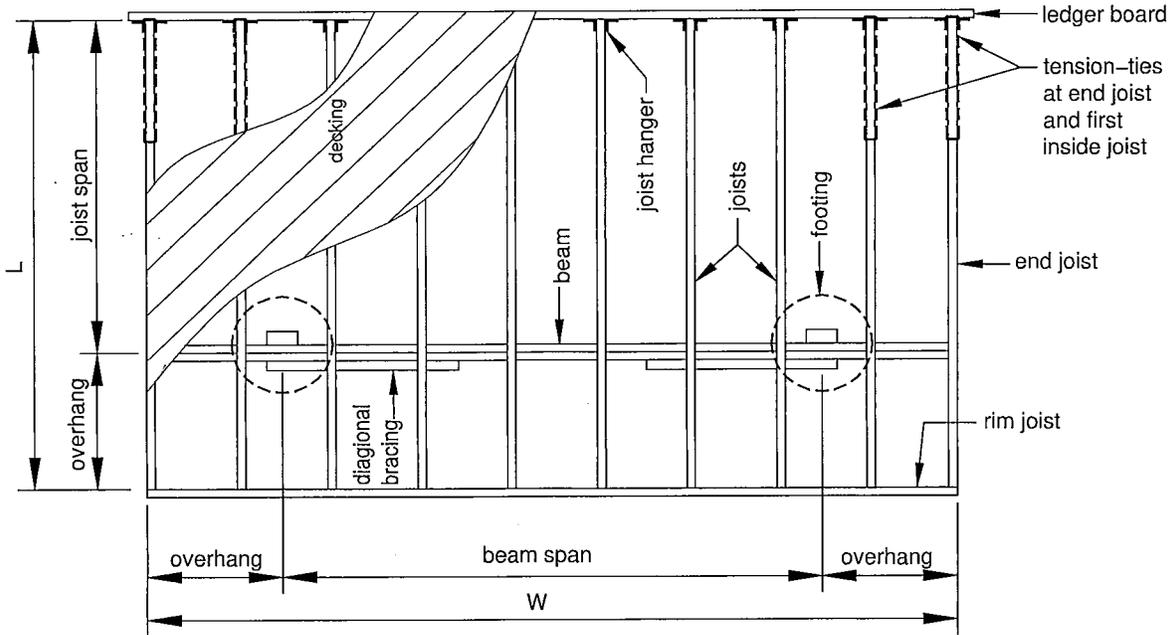
# CITY OF NEW RICHMOND SITE PLAN REQUIREMENTS

BP # \_\_\_\_\_

1. Draw to scale - 1/4 inch equals \_\_\_\_\_ feet.
2. Show lot perimeters with dimensions.
3. Show existing and intended structure locations and setbacks from lot lines.
4. Show existing and intended separations between all buildings on lot.
5. Label any adjacent streets or alleys.



**Figure 35  
TYPICAL DECK FRAMING PLAN**



**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.     square     round    thickness: \_\_\_\_\_ in.

**Ledger:**    ledger board size:     2x8     2x10     2x12     Not applicable (free-standing deck)  
fastener:     Through bolt     Lag screw     Wood screw  
 Expansion anchor     Adhesive anchor

**Lateral support:**     Tension-tie     Diagonal bracing, size:     2x  
(not permitted for free-standing deck)

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