

**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.
- \_\_\_\_\_ Two (2) 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.
  - \_\_\_\_\_ Please refer to (AWC DCA 2015 – deck guide – 1804.pdf) for wood deck design.
- \_\_\_\_\_ 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.

## INSPECTION PROCEDURES DECKS

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked “Approved” by the Building Inspection Agency.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call the inspector listed below.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number and phone number to the inspector.

**PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE**

## FOOTING INSPECTION WILL BE GIVEN PRIORITY

**MIDDLE DEPARTMENT INSPECTION AGENCY, INC.**

1. Footing Inspection – Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete.  
**Inspector: Keith Reiser** **Phone: 1-800-608-6342**
2. Framing Inspection – At the time of inspection all framing members must be visible. Such as floor joists, joist hangers, attachment to dwelling. (lag bolts etc.)  
**Inspector: Keith Reiser** **Phone: 1-800-608-6342**
3. Electrical if applicable.  
**Inspector: Keith Reiser** **Phone: 1-800-608-6342**
4. Final inspection – All railings, steps, handrails, guardrails, and decking shall be completed. Inspections #2, #3 and #4 may be conducted at the same time, if all portions of the framing and electrical installation are visible upon completion of the deck.  
**Inspector: Keith Reiser** **Phone: 1-800-608-6342**

**BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE**

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, b</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 15/32 inch maximum sheathing <sup>a</sup>	30	23	18	15	13	11	10
1/2 inch diameter bolt with 15/32 inch maximum sheathing	36	36	34	29	24	21	19
1/2 inch diameter bolt with 15/32 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.

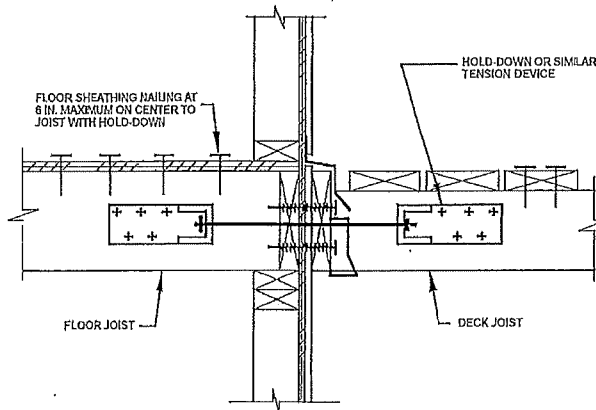
d. Lag screws and bolts shall be staggered in accordance with Section R502.2.2.1.1.

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.

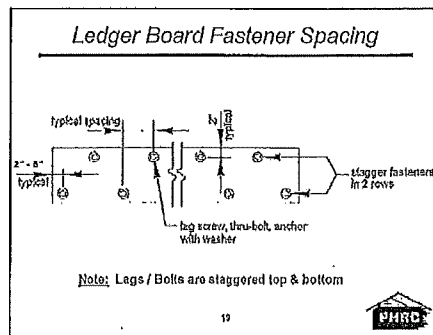
g. A minimum 1 x 6 Douglas Fir laminated veneer lumber rimboard shall be permitted in lieu of the 2-inch nominal band joist.

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











**Safe digging is  
no accident!**

**Know what's  
below.**

**Dial 8-1-1  
before you dig.**



**TEMPORARY MARKING GUIDELINES**

	WHITE	Proposed Excavation
	PINK	Temporary Survey Markings
	RED	Electric Power Lines, Cables, Cords and Lighting Cables
	YELLOW	Gas, Oil, Steam, Petroleum or Grease Materials, Flammable Materials
	ORANGE	Communication, Alarm or Signal Lines, Cables or Conduct and Traffic Loops
	BLUE	Potable Water
	PURPLE	Reclaimed Water, Irrigation and Slurry Lines
	GREEN	Sewers and Drain Lines

The following information is needed when you call PA One Call System.

**YOUR TELEPHONE NUMBER**

**YOUR MAILING ADDRESS**

**COUNTY** - The name of the county where the work will take place  
**MUNICIPALITY** - City, Township or Borough where the work will take place

**THE ADDRESS WHERE THE WORK WILL TAKE PLACE**  
**THE NEAREST INTERSECTING STREET TO THE WORK SITE**  
**THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE**

**IS THE PROPOSED EXCAVATION AREA (WORK SITE) MARKED IN WHITE** - Yes or No

**OTHER INFORMATION THAT WOULD HELP THE LOCATOR FIND THE SITE** - Clarifying information to specify the exact location of the dig

**THE TYPE OF WORK BEING DONE**

**WHETHER THE WORK WILL TAKE PLACE IN:** Street, Sidewalk, Public or Private Property

**THE APPROXIMATE DEPTH YOU ARE DIGGING**

**THE EXTENT OF THE EXCAVATION** - The approximate size of the opening: the length and width or diameter

**THE METHOD OF EXCAVATION** - How will the earth be moved

**WHO IS THE WORK BEING DONE FOR**

**PERSON TO CONTACT IF THE UTILITIES HAVE QUESTIONS**

**THE CONTACT PERSON'S PHONE NUMBER** - The phone number with area code for daytime contact

**THE BEST TIME TO CALL**

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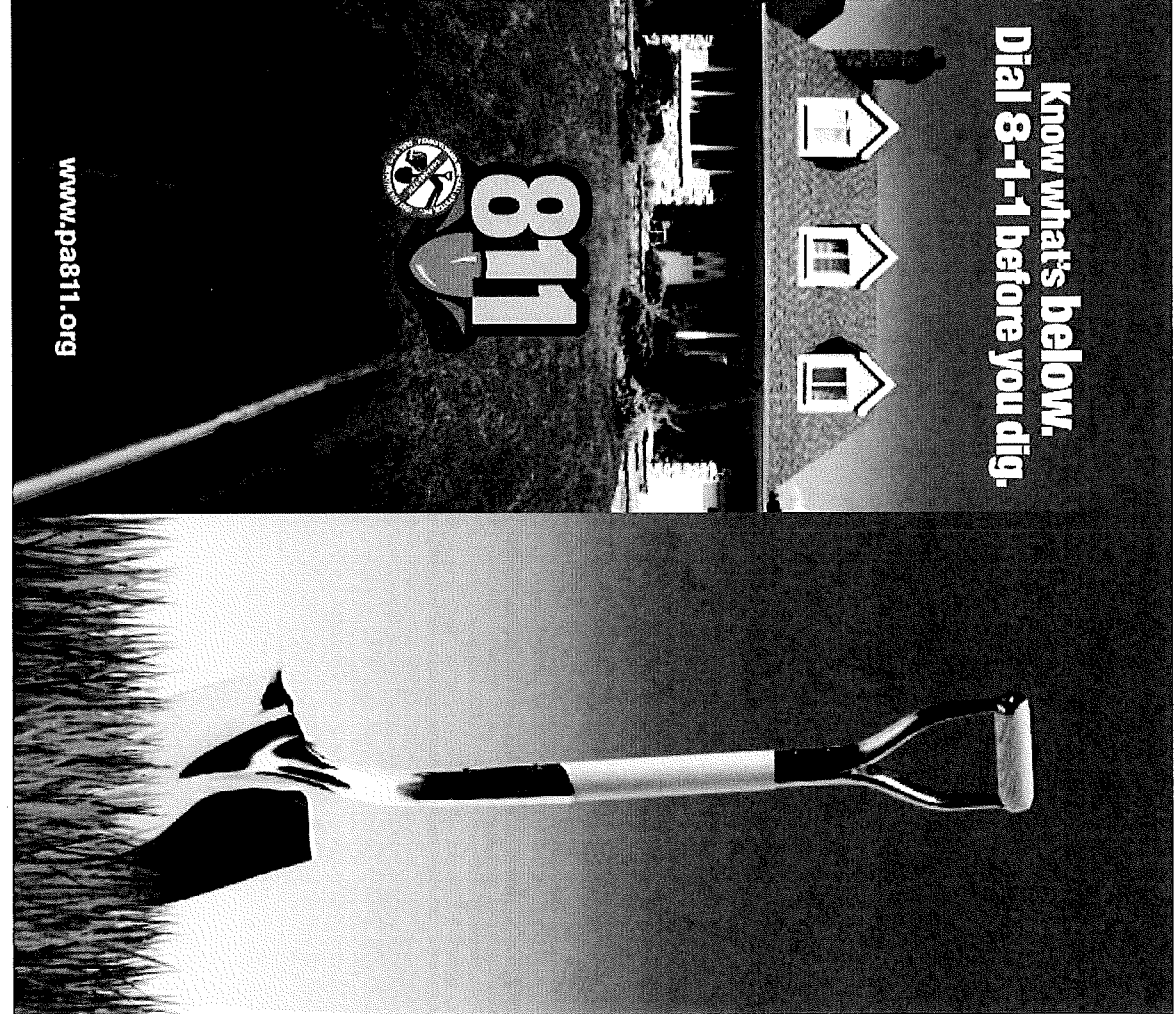
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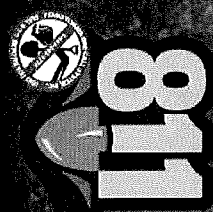
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**Know what's below.  
Dial 8-1-1 before you dig.**



[www.pa811.org](http://www.pa811.org)

## What do we do?

We are the "Call before you dig!" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at [www.paonecall.org](http://www.paonecall.org).

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

### Please Note:

- PA One Call does not mark utility lines.
- In some cases, the utility company may not mark the service lines you own.
- If you need your sewer drain cleaned be sure to check [www.paonecall.org/crossbore](http://www.paonecall.org/crossbore) for Call Before You Dig information or call 811 for more information.

## Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox post, patio or other excavation project, it is important to know what's below. Dial 8-1-1 or 1-800-242-1776 before you dig. The utility companies do not want an accident, either. The best way to learn where underground utility lines are located is to call before you dig.

For more information, visit [www.pa811.org](http://www.pa811.org)



## Homeowner's Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.

## The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.
- Always look for the markings on the ground before your dig date.
- If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked. Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator should remove the flags or marks from the ground or pavement.
- Report mistakes by dialing 8-1-1. Report emergencies by dialing 9-1-1.

**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**