



DECK GUIDE

CITY OF WAUPACA

The following information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding deck submittal requirements that pertain to your project.

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PERMIT APPLICATION GUIDE

CITY OF WAUPACA

Deck Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your permit.

1. Completely fill out the Attached Permit Application.

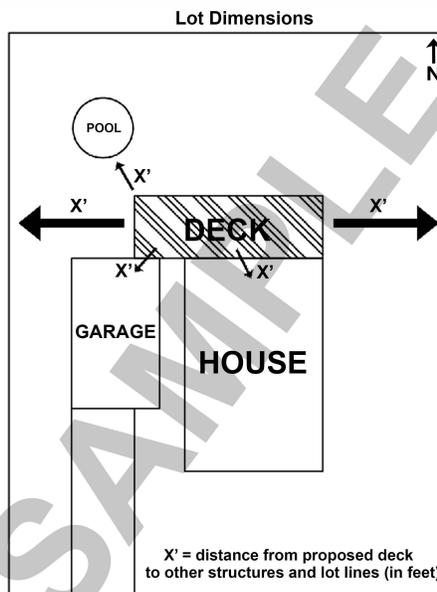
Provide a detailed description of all proposed work. Please refer to page 4 and 5 of this packet to review the required information needed when submitting for a deck permit. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.

2. Provide Site Plan.

The plans shall include all required elements as listed on the permit application. Refer to the bottom of this page for a [sample](#) site plan.

3. Provide Drawings.

Please refer to page 5 of this packet to review the required information needed when submitting for a permit. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.



This handout was developed by the City of Waupaca as a basic plan submittal guide. It is not intended to cover all circumstances. Check with the Community and Economic Development Department for additional requirements that may apply to your specific project.

4. Apply for the Permit

Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Make sure all of the required information listed above is included and submit it to the Community and Economic Development Department using one of the methods listed below:

Drop Off:

Completed applications may be dropped off at the Community and Economic Development Department anytime Monday through Friday from 7:30am-4:00pm. The department will review your submittal and contact you if further information is required. The permit will not be issued at the same time the application is being submitted to the Community and Economic Development Department.

By Email:

cedinfo@cityofwaupaca.org

By Mail:

City of Waupaca
Community and Economic Development Department
111 S. Main St.
Waupaca, WI 54981

5. Permit Fees

Submit the applicable permit fees once the permit is approved by the Community and Economic Development Department. After the permit is approved, the department will notify you of the total permit fees to be paid upon pick-up of the permit. Permit fees are based upon the City of Waupaca Fee Schedule.

Fees can be paid using cash, check or credit card.

A COPY OF THE PERMIT MUST BE DISPLAYED IN THE FRONT WINDOW BEFORE WORK BEGINS.

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**CITY OF WAUPACA
DEPARTMENT OF INSPECTION
111 S. MAIN STREET
WAUPACA, WI 54981
PHONE: 715-942-9908 · FAX: 715-258-4426**

DATE: _____

APPLICATION FOR DECK/PORCH PERMIT

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PROPERTY OWNER'S NAME: _____
MAILING ADDRESS: _____
PHONE NO: _____ **EMAIL ADDRESS:** _____

APPLICANT'S NAME*: _____
MAILING ADDRESS: _____
PHONE NO: _____ **EMAIL ADDRESS:** _____
 *IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.

CONTRACTOR'S NAME: _____ **PHONE NO:** _____
MAILING ADDRESS: _____ **EMAIL ADDRESS:** _____
DWELLING CONTRACTOR LICENSE #: _____ **EXPIRATION DATE:** _____
DWELLING CONTRACTOR QUALIFIER #: _____ **EXPIRATION DATE:** _____

PROJECT ADDRESS: _____ **PARCEL NO:** _____ **ZONING:** _____
OCCUPANCY: 1 & 2 FAMILY COMMERCIAL INDUSTRIAL INSTITUTIONAL ACCESSORY
PROJECT COST: \$ _____

PROJECT INFORMATION

Deck Dimensions: _____ x _____ <small>size of deck (length x width)</small>	Ramp Dimensions: _____ x _____ <small>size of deck (length x width)</small>
<small>height above ground</small>	Slope: _____ : _____
Material Used: <input type="checkbox"/> Treated wood <input type="checkbox"/> Redwood <input type="checkbox"/> Cedar <input type="checkbox"/> Other _____	
Step Dimensions: _____ _____ _____ _____ <small>Height Depth (front to back) Width (side to side) Number of steps</small>	
Deck Height exceeding 24 inches above ground: Guard rail height: _____ (min 36 inches) Handrail height: _____ (30-38 inches)	
Will the deck be located under electrical lines? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of feet above deck: _____ <small>The National Electrical Code required minimum clearances for electric meters and overhead service wires. Please check with the City for more detailed information.</small> <small>Every deck must have an electrical outlet along the perimeter of the deck and within 6.5 feet of the floor in accordance with NEC Section 210.52(e)(3).</small>	

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

101.65(lr) of the Wisconsin 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 any negligence by 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 damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an 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 to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

NOTICE: The City of Waupaca permit only authorizes construction/use pursuant to City ordinances and regulations. The construction/use contemplated by this application may require approvals and/or permits under County or State rules, regulations and ordinances. It is the sole responsibility of the owner/applicant to obtain such approvals/permits. The applicant certifies that the information provided is accurate. A permit is void if issued in error or under a misstatement of fact.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

PROPERTY OWNER'S SIGNATURE (IF APPLICABLE): _____ **DATE:** _____



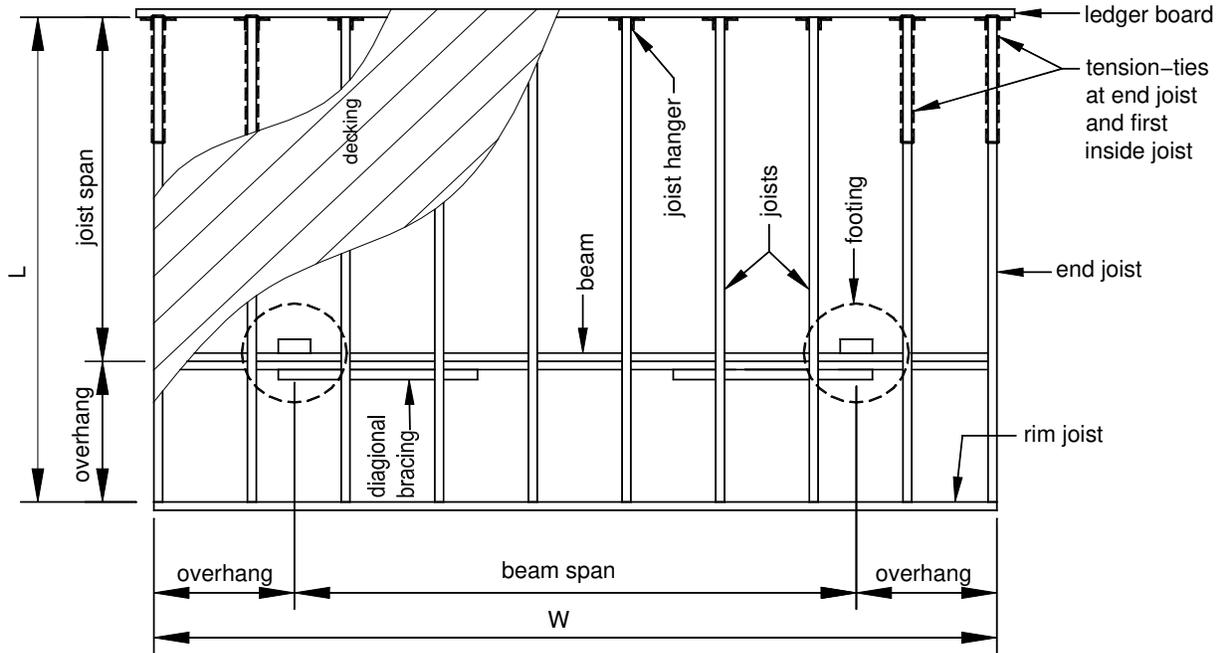
APPLICATION FOR DECK/PORCH PERMIT

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Published under s. 35.93, Wis. Stats., by the Legislative Reference Bureau.

SAFETY AND PROFESSIONAL SERVICES **SPS 320 to 325 Appendix B**

**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.



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Please label and depict the following on the site plan:

- Physical dimensions of lot and property lines*
- Street/Alley locations
- Locate existing structures with dimensions and number of stories
- Locate proposed deck with dimensions and heights
- Distance of proposed deck from lot lines, streets, alleys and other structures from farthest projection point
- Location of any plumbing cleanouts, electrical disconnects, overhead wires or air conditioning units
- Dimensions/square footage of all non-permeable areas
- Distance of proposed structure to floodplain/wetland areas, septic system/drainfield and wells (if applicable)
- Easements

Please be aware that restrictive covenants may pose additional regulations.

***All dimensions shown relating to the location and size of the lot shall be based upon an actual survey by a licensed surveyor. This may require a plat of survey, recorded plat or recorded certified survey map be created if one does not already exist.**

Site plan not showing adequate detail to allow complete review shall be rejected.

SITE PLAN

FOR OFFICE USE ONLY: \$ _____ FEE: PAID: _____ DATE: _____ INITIALS: _____