



# DECK GUIDE

## CITY OF WAUPACA

### Apply for the Permit

Please plan ahead when applying 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 is included and submit to the Department by email: [cedinfo@cityofwaupaca.org](mailto:cedinfo@cityofwaupaca.org)





**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**

**PAGE 1 OF 2**

**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**

|   |   |
|---|---|
| <b>Deck Dimensions:</b> _____ x _____<br><small>size of deck (length x width)</small>   | <b>Ramp Dimensions:</b> _____ x _____<br><small>size of deck (length x width)</small> |
| <small>height above ground</small>  | <b>Slope:</b> _____ : _____   |
| <b>Material Used:</b> <input type="checkbox"/> Treated wood <input type="checkbox"/> Redwood <input type="checkbox"/> Cedar <input type="checkbox"/> Other _____  |   |
| <b>Step Dimensions:</b> _____    _____    _____    _____<br><small>Height                      Depth (front to back)                      Width (side to side)                      Number of steps</small>   |   |
| <b>Deck Height exceeding 24 inches above ground:</b> <b>Guard rail height:</b> _____ (min 36 inches) <b>Handrail height:</b> _____ (30-38 inches)   |   |
| <b>Will the deck be located under electrical lines?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, number of feet above deck:</b> _____<br><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><br><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:** \_\_\_\_\_



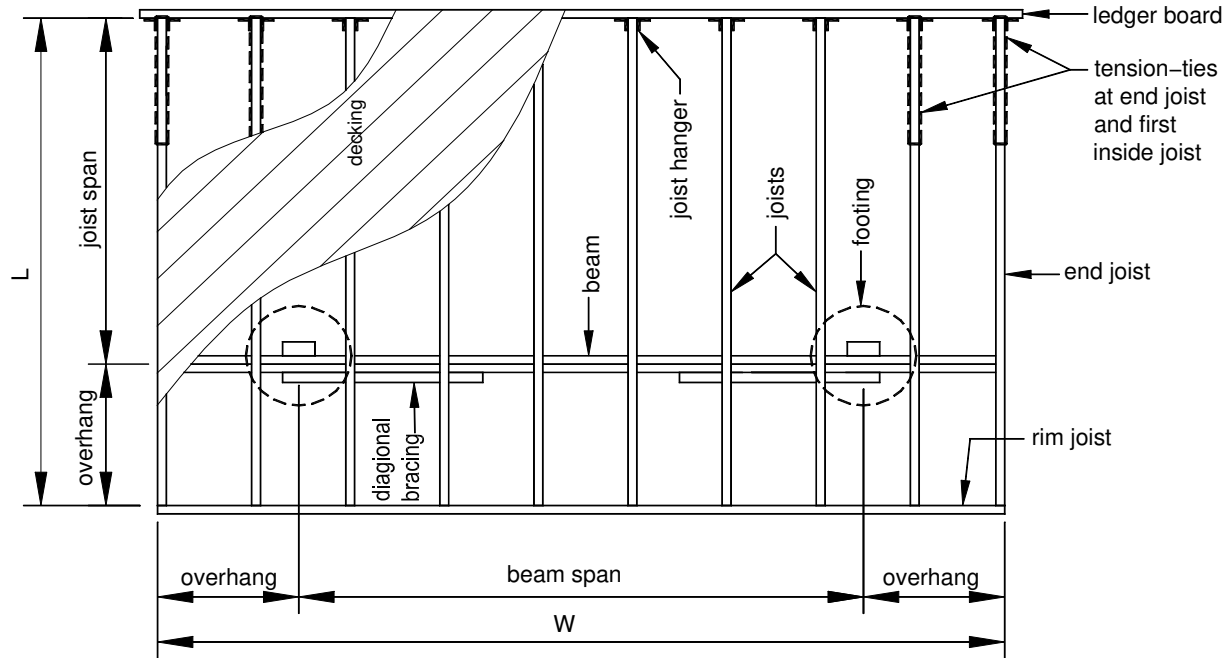
**APPLICATION FOR DECK/PORCH PERMIT**

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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.



**Community &  
Economic Development**

**Community & Economic Development**  
111 S. Main Street • Waupaca, WI 54981  
jarod.rachu@waupacawi.gov  
www.cityofwaupaca.org  
715.942.9912

**APPLICATION for SITE PLAN REVIEW - RESIDENTIAL**

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**Notice:** Please complete the Application in full. The City of Waupaca cannot accept an incomplete Application Form or Application Packet lacking all required information.

**Contact Information:**

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant\* (if different from Property Owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS REQUIRED FROM PROPERTY OWNER ALLOWING PROJECT.

Contractor (as applicable): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Electrician (as applicable): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plumber (as applicable): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Land Use** (please check):

Single-Family Dwelling: \_\_\_\_\_

Two-Family Dwelling: \_\_\_\_\_

**Property Description:**

Property Address: \_\_\_\_\_

The property is currently: Developed \_\_\_\_\_ Undeveloped \_\_\_\_\_

**Open Space:**

As per Chapter 17.902(138) of the City of Waupaca Zoning Ordinance (hereafter, zoning ordinance), 'Open Space' is defined as: 'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.

Percent of property maintained as open space: \_\_\_\_\_%

**Single-Family and Two-Family Building Design Standards:**

Structures:

The color and appearance of Accessory Structures other than Transitory Accessory Structures shall be compatible with the Principal Structure.

Entries:

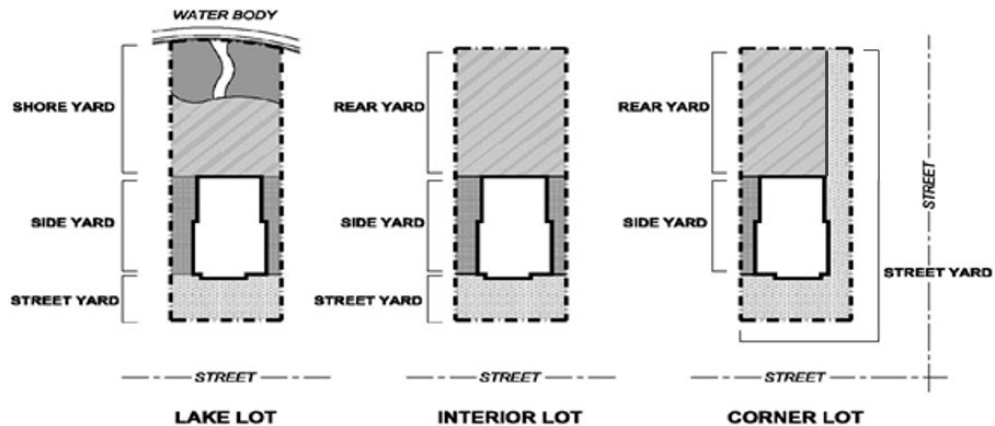
All structures shall have the main or front entries oriented towards and visible from the street or entrance court.

Attached Garages:

Garages and garage doors shall be scaled appropriately to the size of the Principal Structure. The main mass of the garage shall be complementary and subordinate to the main mass and positioning of the Principal Structure.

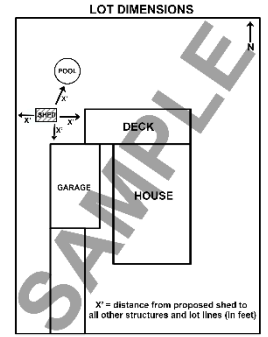
No more than 70% of a street facing building façade shall be made of garage doors.

Yard Type Illustration:



**Please label and depict the following on the site plan (can be drawn or printed):**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Physical dimensions of the lot and location of property lines</li> <li><input type="checkbox"/> Location of all streets and alleys adjacent to the property</li> <li><input type="checkbox"/> Vision corners (streets and alleys driveways)</li> <li><input type="checkbox"/> Driveway and parking locations</li> <li><input type="checkbox"/> Location of All existing structure(s)             <ul style="list-style-type: none"> <li>o Primary (SF &amp; 2F)</li> <li>o Accessory (porch, deck, garage, pool and the like)</li> </ul> </li> <li><input type="checkbox"/> Size of primary structure</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of proposed structure(s) <i>indicate as proposed</i></li> <li><input type="checkbox"/> Size of proposed structure(s)</li> <li><input type="checkbox"/> Height of proposed structure(s)</li> <li><input type="checkbox"/> Distance of proposed structure(s) to all property lines and structures from farthest projection point</li> <li><input type="checkbox"/> Open space calculation of property</li> <li><input type="checkbox"/> Floodplain/Wetland areas (if applicable)</li> <li><input type="checkbox"/> Location of existing septic tank and drainfield and/or well (if applicable)</li> <li><input type="checkbox"/> Easements (if applicable)</li> </ul> |
|--|--|



Please be aware that restrictive covenants may pose additional regulations.

**Please use the space provided for site plan or include as an attachment.**

**Additional Information:**

Additional information, as applicable, shall be included as an attachment to the Application.

It is the Owner’s responsibility to determine property line location and location of easements and to ensure proposed structures comply in all respects with the requirements of the zoning ordinance. Any issues that arise are the sole responsibility of the property owner.

Additional plans and data may be required when determined by the Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Zoning Administrator to be superfluous.

**Submittal Format:**

A digital copy of the Application and associated materials shall be submitted in PDF or compatible format unless otherwise requested by the Zoning Administrator.

**Commencement of Construction:**

No project shall commence construction prior to the issuance of a Site Plan Permit under Chapter 17: Zoning Regulations, a Building Permit under Chapter 14: Building Code, other applicable City of Waupaca permits, or any required State or Federal approvals.

**Substantive Changes:**

Any substantive change to the use of this parcel and its structures or the addition of new structures shall require an amendment to the authorized site plan.

**Other Permits:**

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under Chapter 14: Building Code, or by the Department of Public Works and other City Departments under applicable chapters of the City of Waupaca Code of Ordinances.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consultant Fees:**

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed site plan. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal. The City may apply the charges for these services to the petitioner. The City may delay acceptance of this Application as complete, or may delay final approval, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property. The Petitioner shall be required to provide the City with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.

| <b>OFFICE USE ONLY</b>                |                        |                               |
|---------------------------------------|------------------------|-------------------------------|
| Tax Key No.: _____                    | Zoning District: _____ | Lot Size: _____               |
| Fee: _____                            | Receipt Number: _____  | Date Paid: ____ / ____ / ____ |
| Ruling: Approved: _____ Denied: _____ |                        |                               |