



City of Meadville

894 Diamond Park
Meadville, PA 16335
Ph. (814) 724-6000

Permits • Buildings • Planning • Zoning

DECKS REQUIRING BUILDING PERMITS

Return a signed copy of this page to the City with submission.

Decks are regulated by the Pennsylvania Uniform Construction Code if the deck floor will be more than 30 inches above grade at any point or if there is a roof on the structure. If your project meets either of those parameters, please use this application. If your project does not meet either of those parameters, please see "Decks Requiring Zoning Permits."

Property address / location: _____

Description of project: _____

Owner

Name: _____ Ph. _____

Address: _____

Email: _____

Contractor

Name: _____ Ph. _____

Address: _____

Email: _____

Engineer / Architect

Name: _____ Ph. _____

Address: _____

Email: _____

Applicant Acknowledgement and Signature

I hereby acknowledge that I have read and understand the rules and regulations as presented in this packet, that all information I submit in connection with the above-referenced project is true and correct, and I hereby agree that all applicable provisions of the ordinances of the City of Meadville and the laws of the Commonwealth of Pennsylvania will be complied with.

Signature

Date

Print name

Title



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Documentation to be submitted to City Zoning Administrator

- _____ Site plan showing the proposed deck and its outside dimensions, plus the distances to the front, side and rear property lines. All new impervious areas, including sidewalks, driveways, buildings and other hard surfaces, must be reviewed to determine compliance with the City's stormwater management ordinance. If the new impervious area is between 1,001 square feet and 5,000 square feet, the applicant must complete the City's Small Project Stormwater Management Application and install stormwater management controls as required by the ordinance.
- _____ Proof of workers' compensation insurance or completed affidavit of exemption for everyone working on the project
- _____ Estimated costs broken down by trade
- _____ Deck plan or two sets of building and electrical plans, as applicable, showing at minimum:
 - Floor joist size, species and grade of wood
 - Floor joist spacing on center
 - Span of floor joist (clear distance between supports)
 - Attachment to existing structure means size and spacing (bolts or lags)
 - Depth of post footing below finished grade
 - Guardrail height from floor of deck or stairs
 - Spacing of balusters
 - Stairs riser height and tread depth
 - Stairs handrail height from nose of tread
 - Handrail grip size
 - Width of stairs
 - Guardrail
 - Roof rafter size – species and grade of wood
 - Rafter spacing on center
 - Thickness and type of roof sheathing
 - Roofing materials and installation

Fees

Administrative/zoning:	.0040 times construction cost, \$30 minimum
State permit fee:	\$4.50
Plan review and inspection costs:	With roof: \$250 Without roof: \$200 Roof only: \$100
Certificates of occupancy:	\$30

Property/pedestrian protection: Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.



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Required inspections for decks

- _____ **Footing:** After the post holes are dug and/or footing forms are set, before concrete is poured
- _____ **Structural:** Prior to installing decking materials. If a roof is to be installed over the deck, an inspection should be requested prior to installation of ceiling material
- _____ **Final:** Upon completion

The permit holder or an authorized agent shall notify the inspector when work is ready for inspection and provide access for the inspection.

Notes

- The City shall grant or deny a residential application, in whole or in part, within 15 business days of the filing date or the application is deemed approved. Reasons for the denial shall be in writing and provided to the applicant.
- Certificates of occupancy are required before occupying any building or portion thereof constructed or altered under a building permit issued under the UCC.
- Building permit must be posted at the work site and clearly visible from the road, until completion of project. Approved plans must be available at all times for inspection. Applicant is responsible for scheduling all inspections.
- A permit becomes invalid if the authorized construction work fails to begin within 180 days after the permit's issuance or if the authorized construction work is suspended or abandoned for 180 days after the work has commenced. Should a permit holder need more time to begin or complete the project for just cause, the permit holder may submit a written request for an extension of time to commence or continue construction. A permit may be valid for no more than 5 years from its issue date.
- Work shall be installed in accordance with the approved construction documents. The permit holder shall submit a revised set of construction documents for approval for changes made during construction that are not in accordance with the approved construction documents.
- Property/pedestrian protection. Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.