

Deck / Open Porch

The following items must be submitted in order to obtain a Building Permit for a wood deck:
(Occasionally if there are unusual circumstances additional information may be required.)

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form.
- 3 copies of an existing survey or site plan:
Draw proposed deck on the survey or site plan with dimensions and show property lines, setbacks, accessory buildings, easements, walkways and a north arrow.
- 3 complete sets of working plans, drawn to scale (1/4" to 1' preferred).
 - Foundation Plan showing footing and post details. Must show the depth of the post or footing. Shall be a minimum of 8" diameter/12" square and a 6" minimum footing
Note: Soil test may be required
 - Floor plan
 - Electrical plan – not less than one receptacle outlet accessible from grade level and located not more than 6' 6" above grade [IRC 2015 E3901.7]
 - Show structural components and floor framing. Show sizes and type of material, spans, spacing and layout including posts, beams, joists and decking *{Required for Deck}*
 - Show details for stairs – riser height, tread depth, width, handrails, guardrails and landings
 - Show details for additional components such as benches, etc
 - Indicate Structural Design Criteria (Deck live load of 40 lbs/sq. ft. required), provide calculations where applicable
 - Positive connection (metal connection) for the following locations: Pier to Post; Post to Beam; Beam to Joist; Joist to Ledger Board; Joist to Rim Board; Stairway Connection; Deck to Railing Post
 - Show details for Guards (does not allow passage of a sphere 4" or more in diameter) *{when required}*
 - Specify minimum compressive strength of concrete
 - Specify fastener type
 - Show details for flashing *{Required if attached to structure}*
 - Roof framing plan. Show sizes and type of material, spans, spacing and layout including posts, beams, joists and decking *{Required for Open Porch}*
- To comply with State Archives & Records (SARA) requirements for long term records retention all submitted documents must be of a clarity appropriate for microfilming
- Filing Fee equal to ½ the Building Permit Fee.

Note: All electrical performed within the Town of Amherst must have an electrical permit and must be inspected, regardless of who performs the work. Homeowners may perform their own electrical. Electricians working in the Town must be licensed by the Town of Amherst.
All plumbing performed within the Town of Amherst must have a plumbing permit and must be inspected, regardless of who performs the work. Homeowners may perform their own plumbing. Plumbers working in the Town must be licensed by the Town of Amherst.