

HOW TO GET A PERMIT TO BUILD A DECK

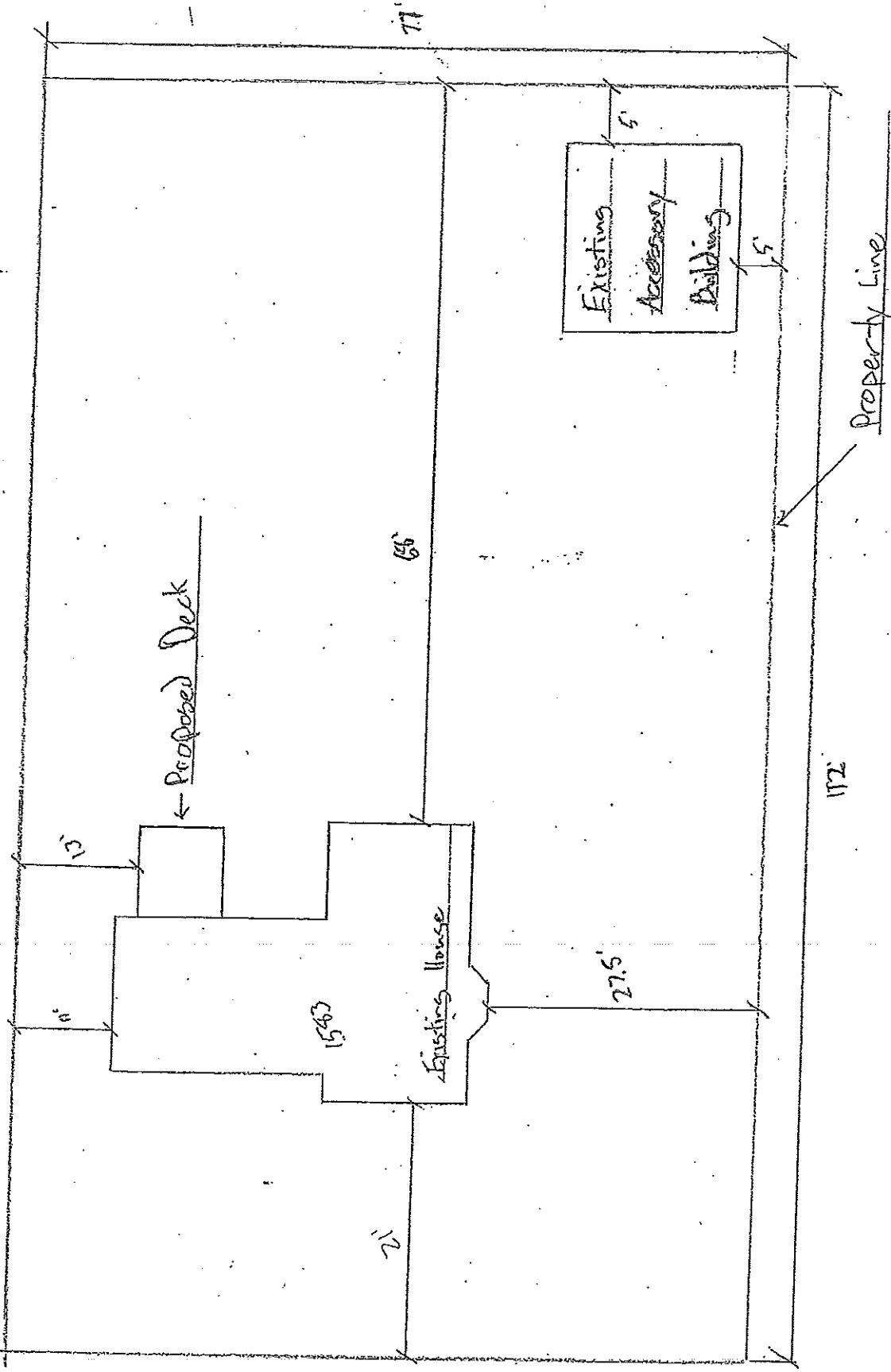
1. **Who can get building permits?**
Licensed contractors may obtain permits for any property.
Homeowners may obtain permits for their own property.
2. **What do I need to get a permit?**
2 copies of plans.
3. **What has to be on the plans?**
The plan should show what the deck is made of, how it is constructed, and where it is located on the property. The more information the better! *A SAMPLE DECK PLAN*, with all the necessary details is included. Although the plan shows an acceptable way to construct a deck it is by no means the only approved way. Plans may be hand drawn, computer generated or even just sketches, the details are the important part of any plan.
4. **How do I know where and how big I can build a deck ?**
Setbacks and yard requirements can be fairly complicated. Your property survey may show the setbacks for your property, otherwise we will be glad to answer any questions you may have.
5. **What codes are often overlooked?**
 - All walking surfaces that are greater than 30" above the adjacent grade require a 36" high guardrail. This guardrail must have no spaces greater than 4" between the rails and not be climbable.
 - All staircases that have more than 2 risers require a graspable handrail. A 2x4 is not graspable.
 - All risers and treads must be the same size, within 3/8" of each other, including the first and last.
 - All posts must be buried 42" below grade when the deck is attached to the house.
 - All beams and ledgers require bolts when not bearing on post or house.
 - All joists require joist hangers when not bearing on beam or ledger.
6. **I have 2 copies of plans now what?**
Submit the plans to the Community & Neighborhood Services office with the enclosed building permit application completed. Plan review may take as long as 2 weeks. However, small and complete plans may be reviewed sooner. We will contact you when your permit is ready.

If you have any further questions please free to contact us at:

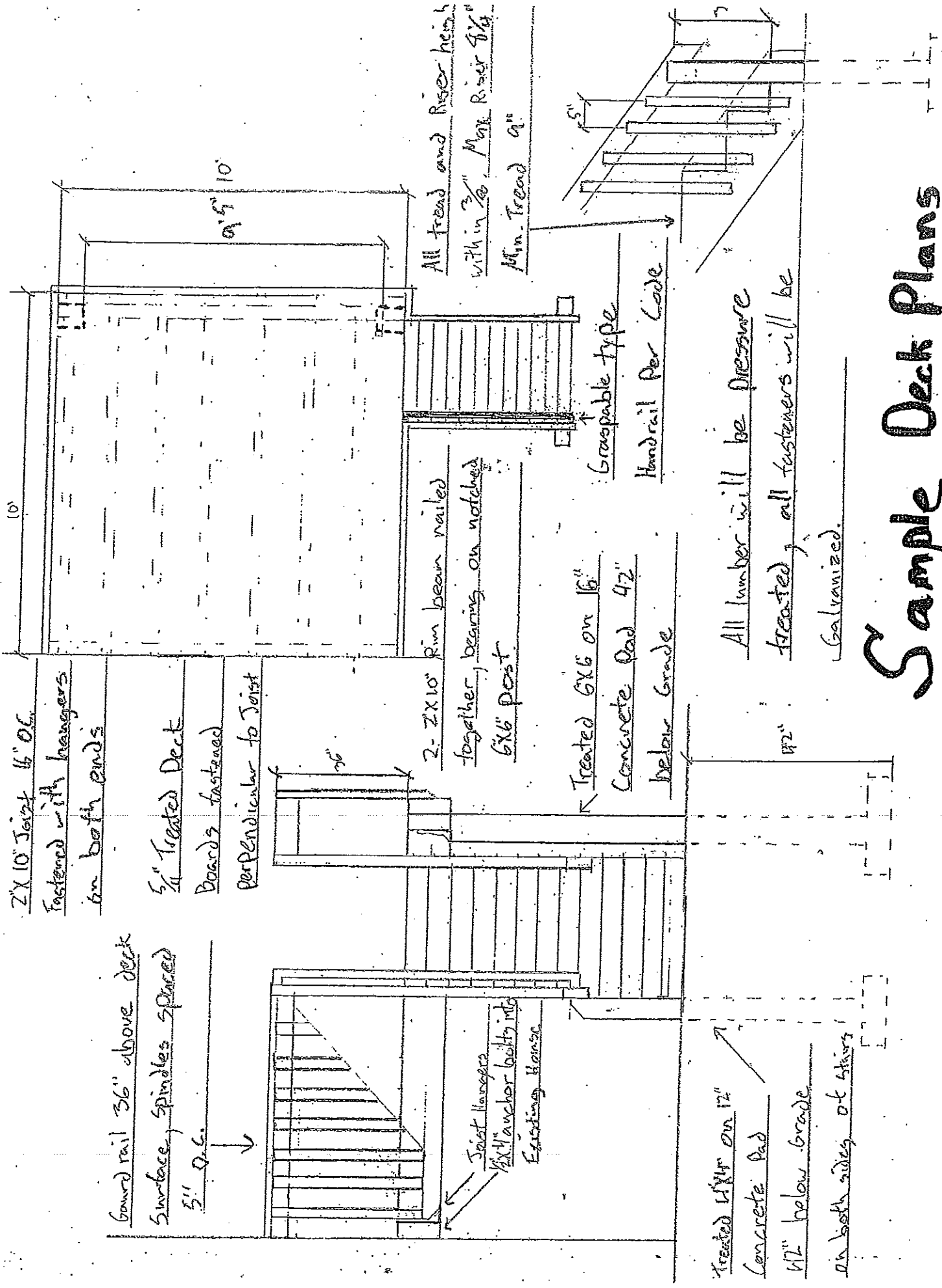
Community & Neighborhood Services, 3rd floor City Hall
270 River Avenue, Holland, MI 49423

cns@cityofholland.com

616.355.1330 (p) 616.546.7058 (f)



168th Street



2x10 Joist 16" O.C.
Fastened with hangers
on both ends

5/4 Treated Deck
Boards fastened
perpendicular to joist

Guard rail 36" above deck
Surface, spindles spaced
5" O.C.

2- 2x10 Rim beam nailed
together, bearings on notched
6x6 post

Joist Hangers
4x4 Anchor bolts into
Existing Joist

Treated 6x6 on 16"
Concrete Pad 42"
below Grade

Treated 4x4 on 12"
Concrete Pad
12" below grade
on both sides of string

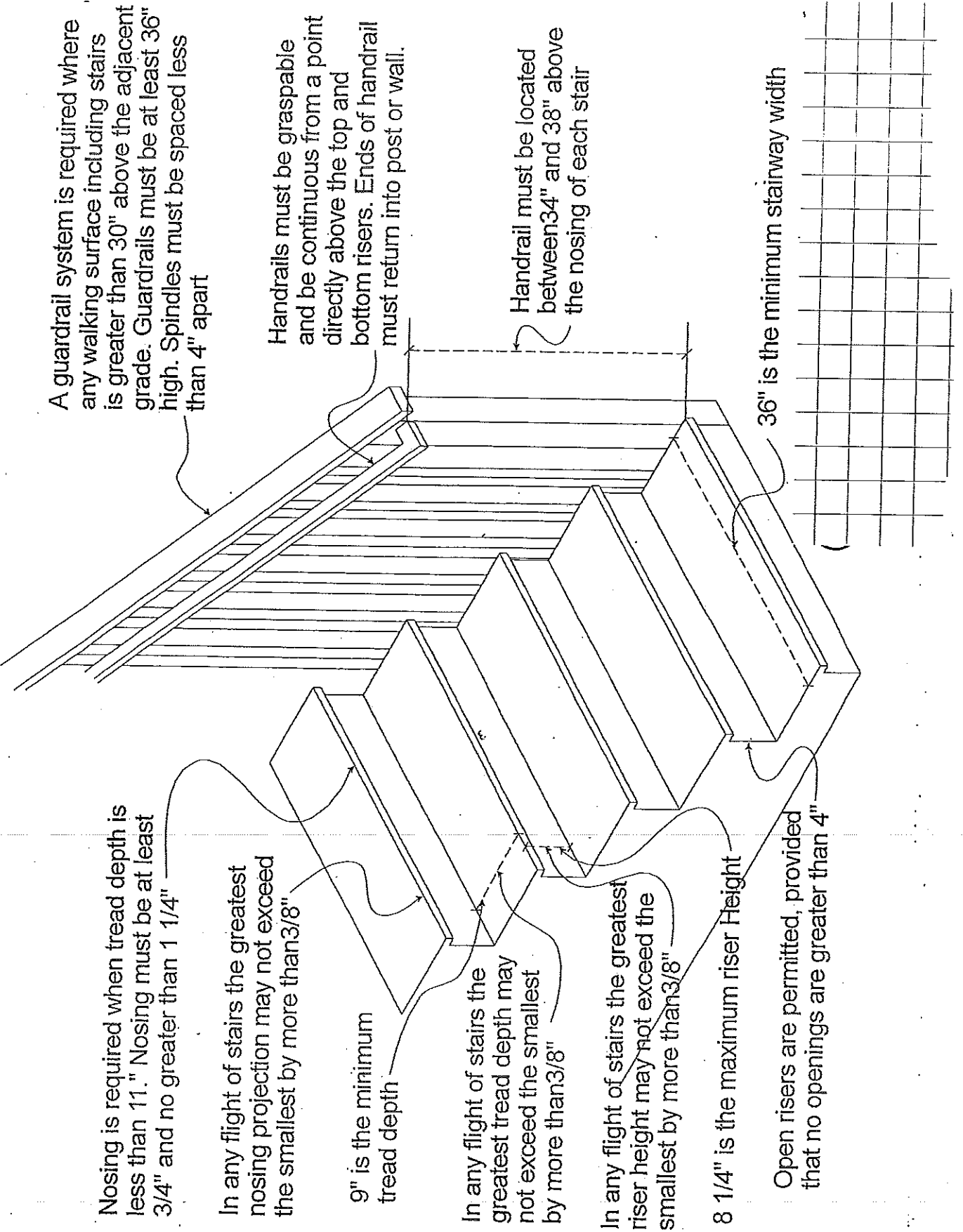
Graspable type
Handrail Per Code

All lumber will be Pressure
treated, all fasteners will be
galvanized.

All tread and Riser height
within 3/8" Max Riser 9/16"
Min. Tread 9"

Sample Deck Plans

BASIC STAIRWAY REQUIREMENTS



CITY OF HOLLAND
Community & Neighborhood Services
RESIDENTIAL BUILDING PERMIT APPLICATION

270 S. River Ave., Holland, MI 49423 (Ph.) 616.-355.-1330 (F) 616-546.7058 www.cityofholland.com cns@cityofholland.com

PERMITS ARE NOT ISSUED BY MAIL

Required Items:

- This completed application (incomplete applications will be rejected)
- 2 sets of detailed construction plans drawn to scale
- 2 copies of site plan, drawn to scale, showing lot lines, existing buildings
- Submit plans in electronic format (1 single PDF)
A \$2.00 per page charge will be added for paper plans only
- All items required by attached checklist.

• **PLEASE TYPE OR PRINT ALL INFORMATION**

• **PROJECT INFORMATION:**

OWNER'S NAME:	PHONE NUMBER:	Be prepared to provide your estimate or Contract with the homeowner to verify value.
		PROJECT VALUE: \$
JOB/PROJECT ADDRESS:		Historical District <input type="checkbox"/> YES <input type="checkbox"/> NO
DETAILED DESCRIPTION OF PROPOSED WORK:		

CONTRACTOR INFORMATION: Are you registered with the City of Holland? YES NO*
**Complete the following*

COMPANY NAME:		PHONE:	
CONTACT PERSON:		FAX:	
ADDRESS:		CITY:	STATE:
		ZIP:	
* LICENSE NUMBER:	* EXP. DATE:	* FEDERAL ID#:	
*MESC #.	* WORKERS COMP INS. CARRIER:		

Section 23a of the state construction code, act 230 of the public acts of 1972, being section 125.1523a of the Michigan compiled laws, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a structure. Violators of section 23a are subject to civil fines.

City Water or Private Well (circle one)	City Sewer or Septic (circle one)
NO WORK IS TO START PRIOR TO ISSUANCE OF BUILDING PERMIT	
(PROJECTS STARTED WITHOUT A PERMIT ARE SUBJECT TO ADMINISTRATIVE FEE \$100 -1 ST DAY AND \$50.00 PER DAY AFTER THAT)	

I am the owner (or designated agent of the owner) of the above mentioned project and the information on this application is true and correct to the best of my knowledge.

Signature of Applicant _____ Print or Type Name _____ Date _____