

RESIDENTIAL DECKS (1, 2 AND 3 FAMILY DWELLINGS)

Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550

I. **WHEN IS A BUILDING PERMIT REQUIRED FOR A RESIDENTIAL DECK?**

Building permits are required for all decks, except as noted below. When replacing an existing deck with a new deck of the same size, the new deck must meet the requirements of the building code. Building permits are not required for residential decks that meet all of the following criteria:

- (1) total floor area of the deck is 200 square feet or less;
- (2) the deck is a minimum of six (6) feet from the home and all other structures; and
- (3) the deck is a minimum of three (3) feet to any property line.

II. **WHEN IS A ZONING CERTIFICATE REQUIRED?**

Zoning Certificates are required for all decks.

III. **WHAT CODES/REGULATIONS ARE APPLICABLE?**

All work performed must be in accordance with the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), and all other applicable laws and ordinances.

Contact the following agencies:

Hamilton County Department of Building Inspections	(513) 946-4550
Hamilton County Rural Zoning Department (or local Township zoning administrator)	(513) 946-4501
Hamilton County Health Department (if private sewage)	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750

IV. **HOW DO I OBTAIN A PERMIT?**

NOTE: The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit three copies of building plans, with approved site plans attached to each, for review, to the Hamilton County Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. A non-refundable plan processing fee must be paid at the time of application. Contact a Building Department Permit Specialist for details prior to submitting.

NOTE: Filing of an application for a building permit does not constitute permission to begin the work.

An acceptable set of plans should include the following:

A. **Plot Plan**:- Drawn to a uniform scale (not less than 1" = 50 feet) showing:

1. Property lines (and property dimensions).
2. All existing and proposed structures.
3. Distance from the house to the proposed deck (if not attached).
4. North arrow.
5. Distance from the property lines to the proposed deck.
6. Deck height above grade at all corners.

B. **Building Plans**: Drawn to a uniform scale (not less than 1/4" = 1 foot) showing:

1. An index of the documents with all sheet numbers indicated. All submitted sheets should identify the project address and the names and addresses of the property owner, the

- contractor, and the person who prepared the drawings.
- 2. A fully dimensioned floor plan indicating a view of the deck form above with all floor decking removed. This drawing should show all concrete pier footing sizes and locations and the distances between them. Show the dimensions between all wood posts, beams and joists. Indicate all cantilevered joists and beams with their dimensions.
- 3. Deck section view (include materials, sizes and dimensions, deck height off grade, guardrail height off deck, spacing of vertical or horizontal balusters, connections to existing house and deck members to other deck members, pier or footer materials, sizes and depth below grade, post connection to pier or footer.
- 4. Stair section view (include materials, sizes and dimensions, guard/handrail height off risers, spacing of vertical or horizontal balusters, diameter or width of handrail, tread and riser dimension, stair stringer connection to deck and to concrete at base.)
- 5. Elevation views, showing how the deck looks from all sides as a completed project.

V. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, a Building Department Permit Specialist will notify the applicant that the permit is ready and the balance of the permit fee that may be due.

VI. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the approved plans, the *Hamilton County Building Code*, the *Hamilton County Zoning Code* or applicable township zoning code, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within six months of the issue date.

VII. **INSPECTIONS REQUIRED (24 hour minimum notice)**

Hamilton County Department of Building Inspections

(513) 946-3780

- 1. Soil Inspection
- 2. Framing Inspection
- 3. Final Inspection