



The Village of Hartville

202 WEST MAPLE
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DECK PERMITS

This is a brief overview of what you will need:

1. A Zoning Permit must be pulled first. Once approved (usually 1 to 3 days), then proceed with the Building Permit.
2. Two sets of plans which will include a site plan showing the parcel, location of existing house and proposed location of the deck-indicating the distance of the deck from the rear and side property lines.

Two (2) hand drawn prints accepted on sheds. Plans must indicate measurements, dimensions, materials, etc.

One copy will be returned to you after approval from the Chief Building Official and one is kept in a permanent file at the office.

3. CONSTRUCTION:

*All Decks more than 30" above grade shall have:

- A guardrail with a minimum height of 36".
- Hand rails installed on the stairs, not less than 34" in height, measure vertically from the nosing of the treads.

*The footer for deck postholes must be a minimum 38" deep. An inspection of postholes is required.

*Deck joists should be 16" on center (2 x 8 min).

*6 mil. Polyethylene and a 2" minimum of gravel are required under the deck for weed control.

*Balusters of the deck railing shall be spaced so that a 4" sphere cannot pass between the spindles.

*Deck posts must be a minimum of 4" x 4".

*Describe the type of materials to be used.

4. Contractor name, address and phone number. **All contractors must be registered with the Village of Hartville.**
5. After submission of Building Permit, it normally takes 2 – 3 days for the Chief Building Official to approve the plans. You will be contacted when the permit is ready and it can be picked up.
6. The permit fees are:

Zoning Permit Fee	\$35.00 + \$0.06 per sq. ft. outside dimensions
Building Permit Fee	\$50.00 x 1%

7. You will need 1) footer/posthole inspection (min. depth from bottom of footer to grade is 38") and 2) final inspection. Please call the office to set those up.

NOTE: The Village of Hartville's office hours are as follows: Monday thru Friday 8:00 a.m. to 5:00 p.m. with the exception of Thursdays 8:00 a.m. to Noon.