

## **MAKING APPLICATION FOR A RESIDENTIAL DECK / PORCH**

### **PRELIMINARY QUESTIONS BEFORE APPLYING**

- Is your property in the City Limits?
  - a. If yes, continue to next question
  - b. If no, you need to Contact Frederick County Permits @ 301-600-2313, prompt #4
  
- Is your property in the Historic District?
  - a. If yes, you will need to obtain HDC approval before applying for the permit (Contact Planning/Zoning at 301-600-1499).
  - b. If no, go to “MAKING APPLICATION”

### **MAKING APPLICATION**

Building Permit Application and all applicable forms may be obtained at the City’s

**Building Department  
140 W. Patrick Street  
*or by calling 301-600-3829***

- Make sure you complete all information requested on the Permit Application Form
- Application Fees ***must*** be paid before the application can be processed.
- ***IMPORTANT NOTE:*** All permit fees are non-refundable and non-transferable.

### **BE PREPARED**

It is important to be prepared when making application for your deck/porch. Here’s a checklist to use before submitting your application:

### **ABOUT DECKS**

**In General:** Decks may encroach into 50% of the required rear yard on a single family or townhouse. The required rear yard is labeled “BRL” or “Building Restriction Line” on most house location surveys. The landings and steps **DO NOT** count as part of the deck.

- **Single Family Deck:** SF Open Decks must conform to the Building Code and Land Management Code. Since setbacks differ through the City, you must contact Planning at 301-600-1499 to obtain the setback requirements for your location. The setback may also be found on your house location survey, labeled “BRL” or building restriction line. Decks must be at least 5’ from the side property lines.
  
- **Townhouse Deck:** These decks can be no closer than five feet (5’) of the common property line, unless the adjacent property owners have given permission. (You may obtain an Adjacent Property Owner’s Consent Form from the Building Department (301-600-3829) or Building Department website under “OTHER FORMS”).
  
- **Closed Decks** (anything other than an open deck) must conform to the building envelope setback requirements (Contact Planning/Zoning at 301-600-1499 for questions).
  
- **Ground Level Patios** that have no roof or railing, footer and/or setback requirements **DO NOT** require a building permit. This includes concrete slabs and/or brick pavers.

### PLANS//OTHER MATERIALS REQUIRED

- Five (5) copies of a site plan showing where the deck/porch is to be located in relationship to existing property lines with distances marked
- Three (3) sets of construction plans with a list of materials.
  - (See: Residential Deck Information)
- Copy of Historic District (HDC) approval letter, if applicable

### FEE

- **\$128 - Cash or Check only** payable to “City of Frederick”

### APPLICATION PROCESSING

After your permit application and fees are received, the following will happen:

1. Your Permit Application will be logged into the computer and assigned an “Application #” which will be printed on your receipt.

***NOTE:** Should you ever need to call about your application, it is important that you have this number readily available for more efficient response and tracking purposes.*

2. The Permits Coordinator will distribute the application w/plans to each appropriate department, as follows:
  - **Building:** The Building Plans Reviewer checks your building plans for compliance with all applicable building codes.
  - **Planning/Zoning:** The P/Z Administrator will review your submitted site plan to make sure that all applicable setback requirements are met. Additionally, should your project location be within the Historic District, they will confirm that the HDC has given their approval for construction of your project.
  - **Engineering:** The Engineering Department will review your site plan for easements and/or rights-of-way that may be affected with construction of your project.

### PERMIT ISSUANCE

1. Once approval from each of the above departments has been received, our Permits Coordinator will perform final processing and **ISSUE THE PERMIT**.
2. Your permit will be sent to you along with a set of any approved plans submitted with the application. Additionally, a Yellow Placard will be included which identifies the Permit Number and location of work to be performed. (*Upon request, you may arrange for pick up of your permit*).
3. **DISPLAY** the Placard in a location visible from the street. The approved set of plans should be located nearby for easy access by the inspector.

## INSPECTIONS REQUIRED

1. **Footing Inspection:** Call for a footing inspection when forms have been set and “before” you are ready to pour. See number below
2. **Framing Inspection:** Call for a framing inspection once the structure is framed (before decking boards are installed). Framing inspections are required on all closed decks and all decks which are less than 36” to grade.

**NOTE:** Ledger Board attachment (deck attachment to the house) shall be visible from inside the dwelling. Where this is not possible, decks shall be self-supporting.

3. **Final Inspection:** Call for a final inspection when project is complete. See number below:

**IMPORTANT:**

*Please have your Permit # available when calling  
to schedule your inspection*

**Call for Inspections**

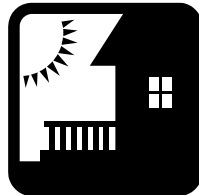
*Inspections will be made the same day that you call.  
To schedule, please call between the hours of  
7:00 – 9:00 a.m. (Monday thru Friday)*

**Building Inspectors’ Office  
301-600-3819 or 3801**

**PERMIT SHALL EXPIRE IF:** *The work described on the permit has not been substantially begun within six (6) months of the date of issuance or the work has been abandoned for a period exceeding six (6) months from the date of the last, approved, building inspection.*

## CERTIFICATE OF COMPLETION

A “Certificate of Completion” will be mailed to you once the final inspection has been approved.



**ENJOY!**



## RESIDENTIAL DECK INFORMATION

Referenced Code:  
**International Residential Code 2012**

The following is a GENERAL listing of building code information for a STANDARD deck (without a roof, hot tub, enclosure, etc.), constructed within in the City of Frederick. It is for information purposes only and is not to be construed to be the Frederick City Building Code in its entirety. Nor does this information provide design specifications, which may be unique to the building site conditions.

<b>DESIGN CRITERIA</b>	Minimum design live load for a standard deck is 40 pounds per square foot	R301.5
<b>FOOTING SIZE</b>	Minimum – 6"-8" thick; 15" diameter or square, centered under the posts	R403.1.1
<b>FOOTING DEPTH</b>	Minimum – 30" from finished grade to the bottom of the footing, on natural soil	Table R301.2 (1)
<b>LUMBER</b>	Decay-resistant and termite-resistant wood	R317.1
<b>PLASTICS</b>	Submit an ICC evaluation report to use plastic or composite decking or guardrails	
<b>BAND BOARD AND CONNECTION OF THE DECK TO THE HOUSE</b>	Minimum size of ledger band – same size as joists ½-inch or larger carriage bolts, lags, or expansion bolts The deck is required to be constructed freestanding if the bolted connection of the ledger band is not visible for inspection from inside the house, or if it is connected to a pre-engineered floor system, or to cantilevered joists, or to brick veneer	R507.2
<b>FLOOR JOISTS</b>	Maximum clear span based on R502.3.1 (2) – 40 lb live load, 10 lb dead load Minimum 1 ½" bearing at ends of joists – use joist hangers or 2X2 ledger Maximum cantilever – 2 feet.	R502.5.(2) R502.3.3
<b>BEAMS</b>	Beam clear span based on Table R502.5(2) Minimum 3" bearing Beam-to-post connection, minimum two ½" carriage bolts per notched post Maximum cantilever – 2 feet	R502.6 policy
<b>GUARDRAILS</b>	Required when floor surface of deck is 30" or more above finished grade Height – 36" minimum, intermediate 4x4 posts, spaced 6 feet on center maximum Design load – 200 psf. Engineering is required if posts are notched Pickets (horizontal or vertical) spaced to prevent passage of a 4" sphere	R312.1 Table R301.5 R312.1.3
<b>STAIRWAY</b>	Design load – 40 psf or concentrated load of 300 lb. Closed risers and guardrail are required when tread is 30" or more above grade Tread length minimum = 9" + 1" nosing Riser height maximum = 8 ¼" Landing at top and bottom, artificial light for treads	Table R301.5 R311.7.5.1 Local Amendments R311.7.6, R303.7
<b>HANDRAIL</b>	Required on at least one side of stairs with 4 or more risers Located 34" to 38" above the nosing of the tread Graspable shape with a grip size 1 ¼" minimum to 2" maximum	R311.7.8 R311.7.8.1 R311.7.8.3
<b>CONNECTORS AND FASTENERS</b>	Corrosion-resistant coating or stainless steel. All metal must be compatible with chemicals used to treat the lumber.	R317.3
<b>REQUIRED INSPECTIONS</b>	– FOOTING – Prior to the placement of concrete – LOW DECK FRAMING (If deck is less than 36" from grade) – FINAL	



The City of Frederick, Maryland  
**Building Department**

140 W. Patrick St., Frederick MD 21701 / 301-600-3812 / FAX 301-600-3826  
 www.cityoffrederick.com

**BUILDING / ZONING PERMIT APPLICATION  
 RESIDENTIAL RENOVATION / ADDITION /  
 ACCESSORY**

FOR OFFICE USE ONLY

App. No.: \_\_\_\_\_

App. Type Code: \_\_\_\_\_

Tax ID: 02- \_\_\_\_\_

App. Date: \_\_\_\_\_

**SECTION 1 – Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.**

<b>Location of Work</b>	Address:	Lot #
	Subdivision:	Unit #

<b>Applicant</b>	Contact Person:	
	Applicant/Contractor:	MHIC #
	Address:	
	Phone No:	Fax No:
	E-Mail Address:	

**IMPROVEMENT COST: \$ \_\_\_\_\_ (DO NOT include plumbing, electric, land)**

<b>Description of Work</b>	<b>RENOVATION / ADDITION</b>		
	Brief Description of Work to be done: _____ _____		
	Finished Square Footage:	<input type="checkbox"/> Crawl Space	<input type="checkbox"/> Full Basement
	Unfinished Square Footage:	<input type="checkbox"/> Slab	<input type="checkbox"/> Open
	Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Stories:	Height of Addition:
	<b>DECK</b>		<b>FENCE</b>
	Total SF of Deck: _____ Stairs: <input type="checkbox"/> Yes <input type="checkbox"/> No	Height: _____	Total Square Footage* _____
	Roof/Trellis: <input type="checkbox"/> Yes <input type="checkbox"/> No Hot Tub: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: _____	*(FOOTING REQUIRED IF OVER 400 S.F.)
	Floor Structure of Existing Dwelling: <input type="checkbox"/> Pre-Eng Truss -OR- <input type="checkbox"/> Standard Floor Framing:	# of gates: _____	Height of Shed: _____
		Size of gates: _____	Structure: <input type="checkbox"/> Kit <input type="checkbox"/> Pre-Built <input type="checkbox"/> Stick Built

<b>Proposed Setbacks</b>	Distance from rear property line:	Distance from front property line:
	Distance from right property line: (Looking at property from street)	Distance from left property line: (Looking at property from street)

<b>Other</b>	Is property located in flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>SEWER:</b> <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Septic
	Is property located in Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No	HPC Case #:
	Board of Zoning Appeals Approval needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	BZA Case #:
	Change in the number of Dwelling Units? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Many Units?

<b>FIRE PROTECTION SUMMARY (For Sprinklered Structures)</b>			
Sprinkler (Requires Separate Permit)	<u>Existing</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Proposed</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments (check responses OR provide information where requested) <input type="checkbox"/> NFPA13 <input type="checkbox"/> NFPA-13D <input type="checkbox"/> NFPA-13R <input type="checkbox"/> Complete <input type="checkbox"/> Partial

Applicant/Owner Initial: \_\_\_\_\_ Date: \_\_\_\_\_

*The City of Frederick, Maryland*  
**BUILDING / ZONING PERMIT APPLICATION**  
**RESIDENTIAL RENOVATIONS / ADDITIONS**  
**(Page Two)**

FOR OFFICE USE ONLY

App No.: \_\_\_\_\_

**APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:**

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of Permits and Inspections. That the Division Manager of the Building Department can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole Please be advised if the Building Permit is revoked **all fees are non-refundable and non-transferable.** I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

**\*PROPERTY OWNER SIGNATURE:** \_\_\_\_\_

**\*PROVIDE NOTARIZED AFFIDAVIT FROM PROPERTY OWNER if signed by anyone other than property owner**

**Property Owner Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**105.3.2 Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**SECTION II (For Office Use Only)**

Building Permit Fee:	\$ _____	Date Paid: _____	Rec'd by: _____
Fire Code Review Fee:	\$ _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____
Other _____	\$ _____	Date Paid: _____	Rec'd by: _____

**Frederick County Fees:**

Excise Tax:	\$ _____	Receipt Due	Date Rec'd: _____	Rec'd by: _____
Impact Fee:	\$ _____	Receipt Due	Date Rec'd: _____	Rec'd by: _____

**SECTION III (For Staff Use Only)**

**Review Comments:** *(please write legibly)*     Revised Site Plan Attached     Revised Construction Plan Attached  
 Fee Calculations attached     \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **APPROVAL DATE:** \_\_\_\_\_

Building (Blue)     Planning (Green)     Engineering (Salmon)     Fire Code Review (Yellow)     Other \_\_\_\_\_     Other \_\_\_\_\_

**Applicant/Owner Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_