

**CUSTOMER ASSISTANCE GUIDE**  
**BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

**DECKS**

- Please read all of the following information.
- The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

\_\_\_\_\_ “Affidavit of Exemption” (See attached form) If you are hiring a contractor to construct your deck, and they have workers’ compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the deck, the attached form must be completed and notarized.

\_\_\_\_\_ A plot plan showing the existing house, proposed deck, the width and length of the deck, the distances in feet to the front, sides, rear property lines and the height of floor surface above grade at highest point.

\_\_\_\_\_ Two (2) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not be limited to the following information:

- \_\_\_\_\_ Floor joist size, species and grade of wood
- \_\_\_\_\_ Floor joist spacing (16” on center, 24” on center, etc.)
- \_\_\_\_\_ Span of floor joist (clear distance between supports)
- \_\_\_\_\_ Attachment to existing structure (bolts or lags, with sizes and spacing)
  - Ledger shall not be supported on brick or stone veneer
  - Flashing detail
- \_\_\_\_\_ Depth of post footing below finished grade (shall be below frost line)
- \_\_\_\_\_ Guardrail height from floor of deck (36” minimum)
- \_\_\_\_\_ Guardrail on stairs (34” minimum measured vertically from nose of tread)
- \_\_\_\_\_ Spacing of balusters (maximum 4”)
- \_\_\_\_\_ Stairs-Riser height and tread depth (Riser 8 ¼” maximum depth 9” minimum)
- \_\_\_\_\_ Stairs-Handrail height (from nose of tread, minimum 34”, maximum 38”)
- \_\_\_\_\_ Handrail grip size-if circular, must have a cross section of 1 ¼” minimum to 2” maximum
- \_\_\_\_\_ Width of stairs (36” minimum)
- \_\_\_\_\_ Lateral bracing detail
- \_\_\_\_\_ Electrical details

\_\_\_\_\_ Completed building permit application.

The City of Steubenville Building Department will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick up the permit at the Building Department. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

# INSPECTION PROCEDURES

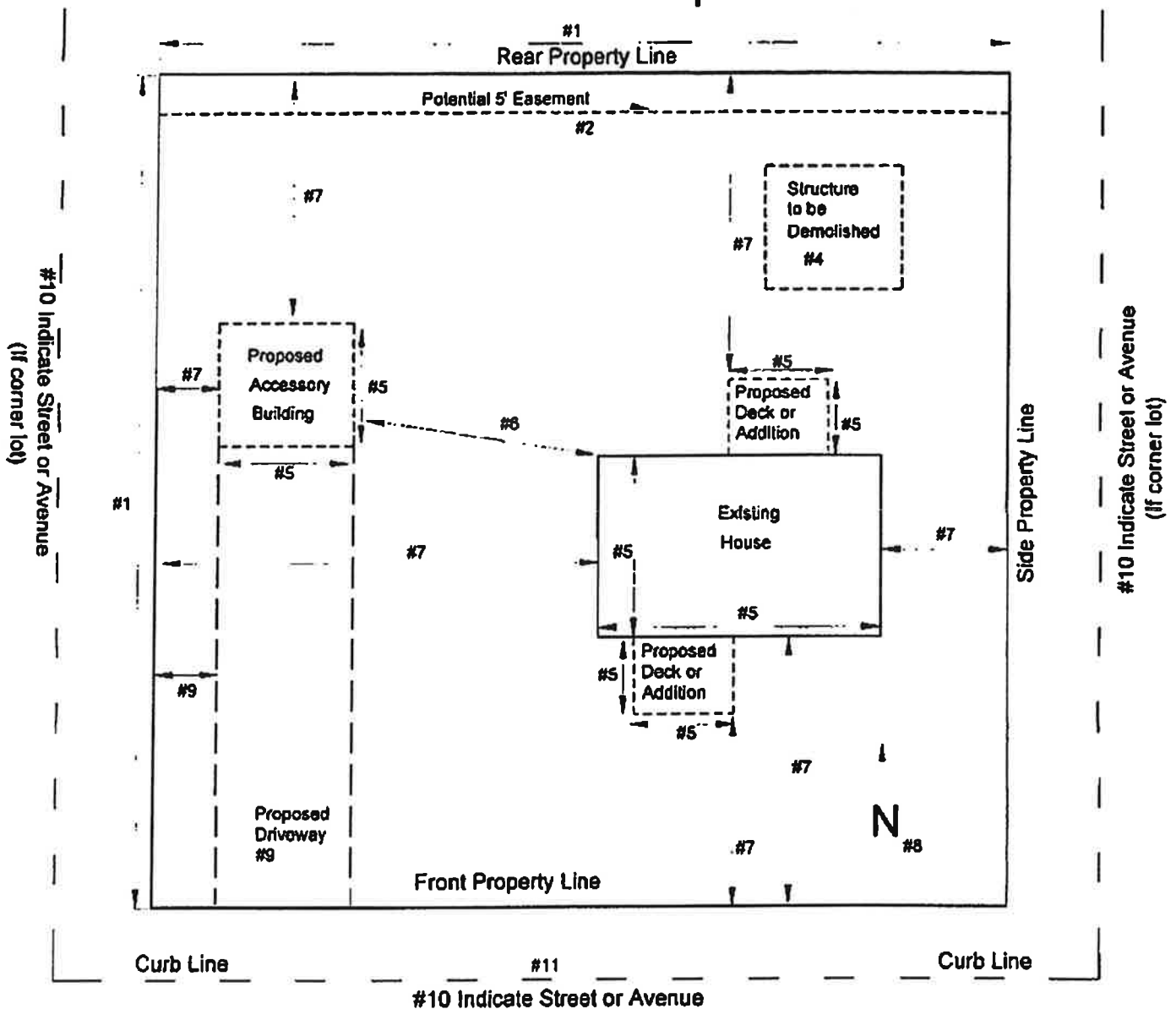
## DECKS

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked “approved” by the Building Department.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call (740) 283-6000 ext. 1700 or ext. 1706.
- **DO NOT schedule an inspection if the work is not ready!**
- When scheduling an inspection you must supply your address and/or permit number to the permit technician and/or inspector.

### **MINIMUM OF 24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS**

1. Footing Inspection-Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete.
2. Framing Inspection-At the time of inspection all framing members must be visible, such as floor joists, joist hangers, attachment to dwelling. (lag bolts, etc.)
3. Electrical if applicable.
4. Final Inspection-All railings, steps, handrails, guardrails and decking shall be completed. Inspections #2, #3 and #4 may be conducted at the same time if all portions of the framing and electrical installation are visible upon completion of the deck.

# Plot Plan Sample



**NOTE: All of these items must be shown on submitted plot plan:**

1. Draw lot, show lot measurements and show all existing and proposed structures.
2. Show all easements located on this lot.
3. Label all existing and proposed structures.
4. Show any buildings to be removed or demolished.
5. Show dimensions of all structures.
6. Show distances between all structures.
7. Show distances between all structures and property line.
8. Indicated the direction of North on plot plan.
9. Show existing driveway and any changes to proposed driveway. Show distances to property lines. (If any driveway changes are proposed, refer to right-of-way handout.)
10. Label frontage street and adjacent street if a corner lot.
11. Note: The curb line is NOT the property line.

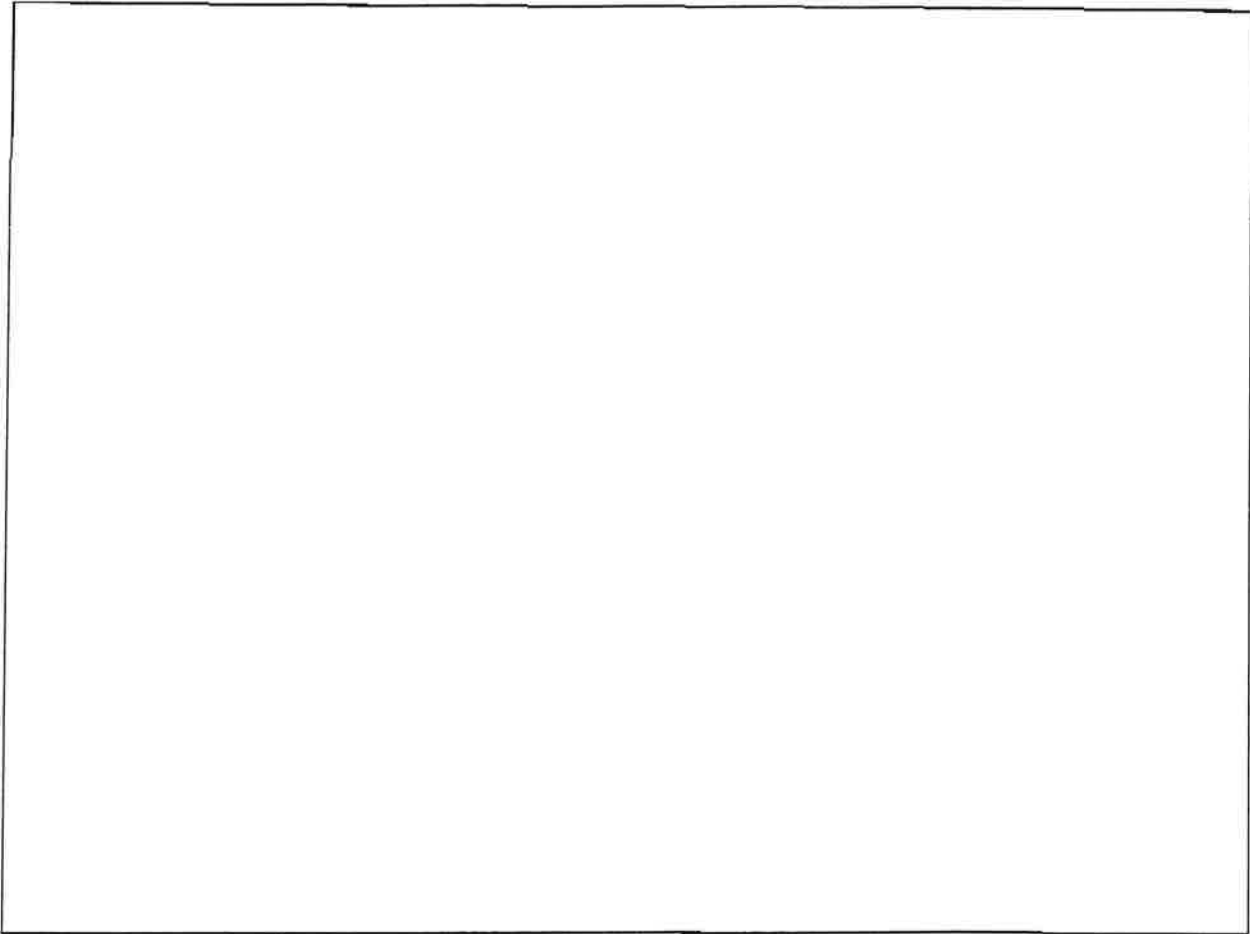
City of Steubenville  
Planning and Zoning Commission

**Plot Plan Form**

Date Submitted: \_\_\_\_\_

Property Address: \_\_\_\_\_

NOTE: All items referenced on the Plot Plan Sample must be shown on submitted Plot Plan.



I certify that the above Plot Plan is a true representation of this lot and accurately shows all dimensions, easements and proposed and existing structures on said lot. Any deviation from this approved Plot Plan may void the Building Permit and/or zoning approvals.

SIGNATURE OF OWNER OR CONTRACTOR: \_\_\_\_\_

*See Below for Plot Plan Sample*

Public Safety

# Know What's Below

## Call 811 Before You Dig



Did you know that a simple job like planting a tree in your yard can jeopardize your safety? Many energized power and utility lines are buried just a few feet under the ground. Digging, trenching or excavating without knowing where utility lines are buried could be costly ... and fatal. Before you dig, protect yourself and call 811 to have the area marked for utility lines.

### One Call Does it All

811 is the nationwide number to call before you begin any digging project. By calling 811, you will be routed to the underground locating service in your state, who will notify the appropriate utilities in your area. In some areas 811 may not work, and in these cases, please continue to use 800-362-2764.

Please remember, it is the responsibility of the property owner to locate any privately-owned utility lines on the property using a licensed electrical contractor.

### Allow the Appropriate Time

Planning is essential for safe digging, especially because you must call AT LEAST 48 hours before you plan to dig. After calling 811, utilities have at least 48 hours to come out and mark their lines with a color-coded paint or flagging system.

**Red** indicates electric power lines, conduit and cables.

**Yellow** represents gas, oil, petroleum or gaseous materials.

**Orange** is used for communication, alarm or signal lines.

**Blue** is the color used to indicate potable water.

**Purple** is reclaimed water, irrigation and slurry lines.

**Green** is the color for sewers and drain lines.

**Pink** is used to indicate temporary survey markings.

**White** is used before the locating services to mark the proposed excavating site.

### Respect the Marks

Marking underground utility lines is the way operators show the approximate location of their facilities. Remember, marks may be in paint, flags or both. There also may be marks that designate an "all clear," meaning there are no buried facilities.

If you notice faded or missing marks, you should call 811 with your reference number and request a remark. Requesting a remark DOES require an additional 48-hour notice for the utility.

The marks may be confusing, but don't guess at the meaning. If you have any questions, you should contact the utility directly.

### Excavate Carefully

You must excavate carefully, especially in the tolerance zone. The tolerance zone is a horizontal area, measured from the marks, where the underground facility is located.

In Ohio, the tolerance zone must be an area equal to the width of the underground facility, plus 18 inches on each side. If no width is given by the utility for its facility, assume two inches.

### Safety DVD Available

Visit [www.aepohio.com/go/811](http://www.aepohio.com/go/811) to view or order a video clip on the call before you dig process.

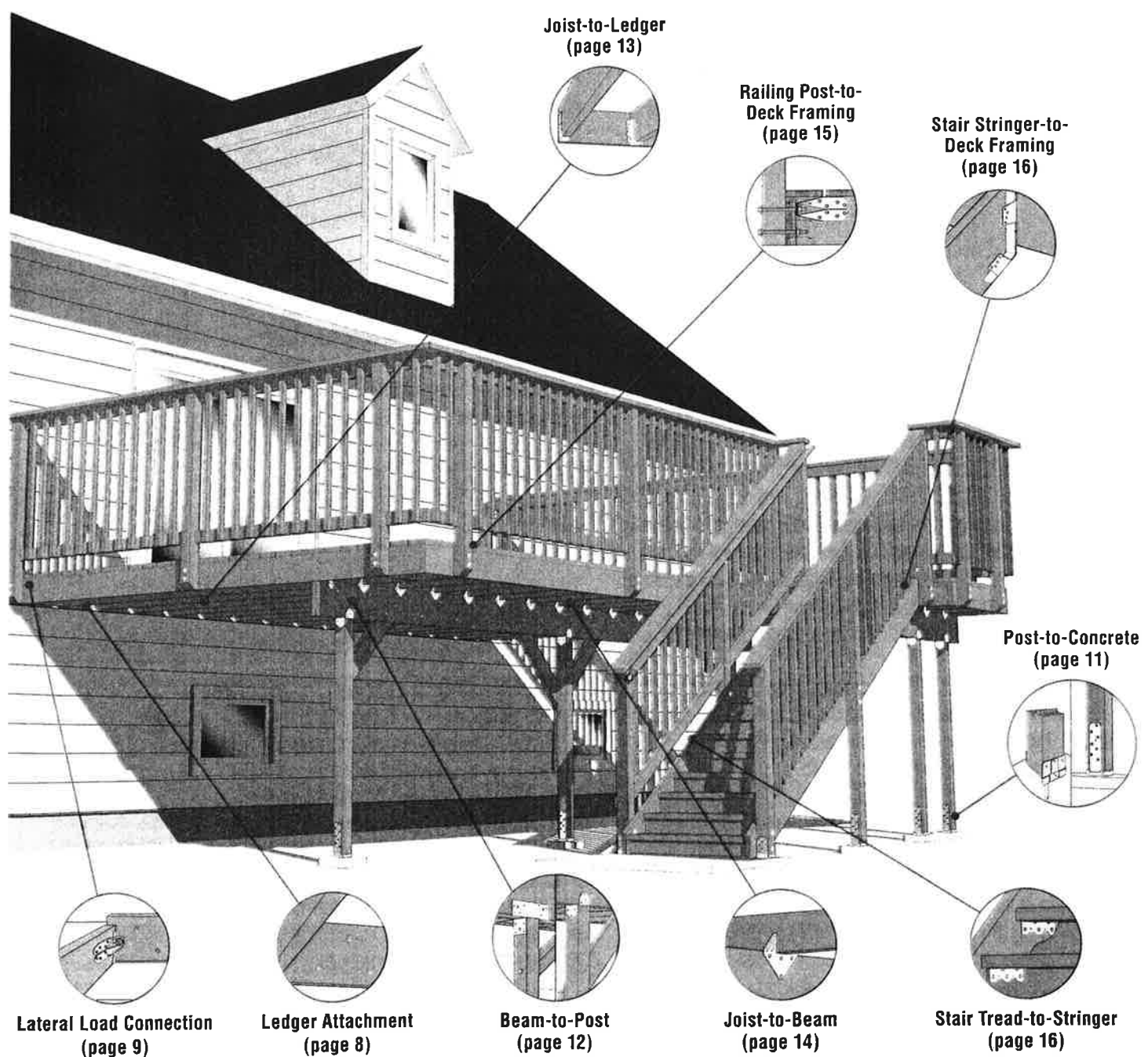


# Critical Deck Connections

A system of key connections throughout the deck framing, also known as a continuous load path, is essential to building a safe, code-compliant deck. When this system of connections is made properly, loads are transferred throughout the deck's frame and into the ground and/or the adjacent structure to which the deck is connected.

The connections called out below are necessary in order to create an effective continuous load path.

For information on the inspection of existing decks, see page 5.



# Joists Terminating into Beam/Ledger

## Code Requirements

### Bearing

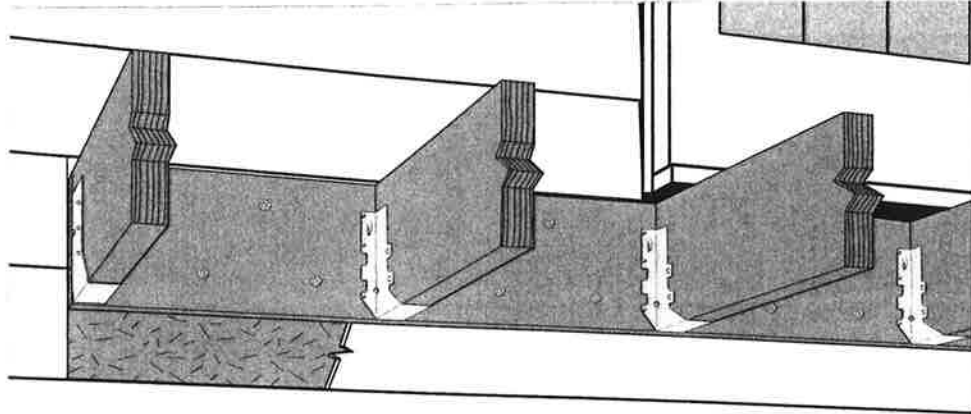
- ✓ The ends of each joist, beam or girder shall have at least 1½" of bearing on wood or metal except where supported on a 1"x4" ribbon strip nailed to adjacent studs.

IRC 2006, Section R502.6  
IBC 2006, Section 2308.8.1

- ✓ Joists framing into the side of a wood beam shall be supported by approved framing anchors or on ledger strips not smaller than 2"x2".

IRC 2006, Section 502.6.2  
IBC 2006, Section 2308.8.2

When joists terminate into a beam or ledger, a connection is required to provide bearing. In cantilever applications the connection must also resist uplift.



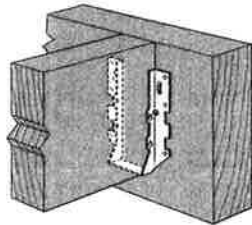
Ledger may not be installed over siding or stucco. It must be fastened directly to the rim joist or sheathing.

## Cantilevered Applications

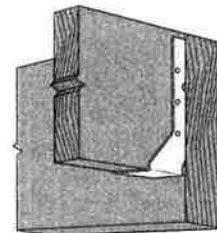
- ✓ Decks with cantilevered framing members, connections to exterior walls or other framing members shall be designed and constructed to resist uplift resulting from the full live load acting on the cantilevered portion of the deck.

IRC 2006, Section 502.2.2  
IBC 2006, Section 1604.8.3

## Simpson Strong-Tie® Solutions

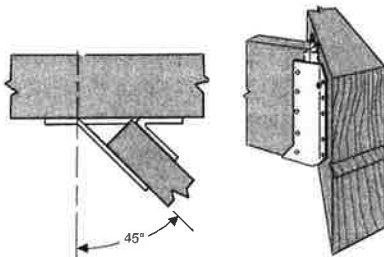


**LUS Joist Hanger:** Provides bearing and uplift resistance, features double-shear nailing for added strength. ZMAX® coating or stainless steel recommended.

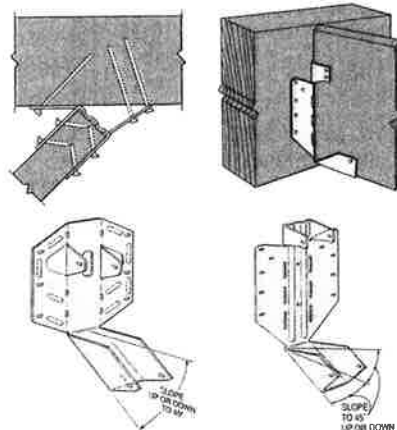


**LUC Concealed Flange Joist Hanger:** Provides bearing and uplift resistance, concealed flanges for cleaner look and for end conditions. ZMAX® coating or stainless steel recommended.

**Selection of products based upon performance and/or suitability for a specific application should be made by a qualified professional.** Simpson Strong-Tie recommends that deck designs be approved by the local building department before construction begins.



**SUR/SUL Skewed Joist Hanger:** 45° skewed hanger (available in skewed right and left versions), provides bearing and uplift resistance. ZMAX® coating or stainless steel recommended.



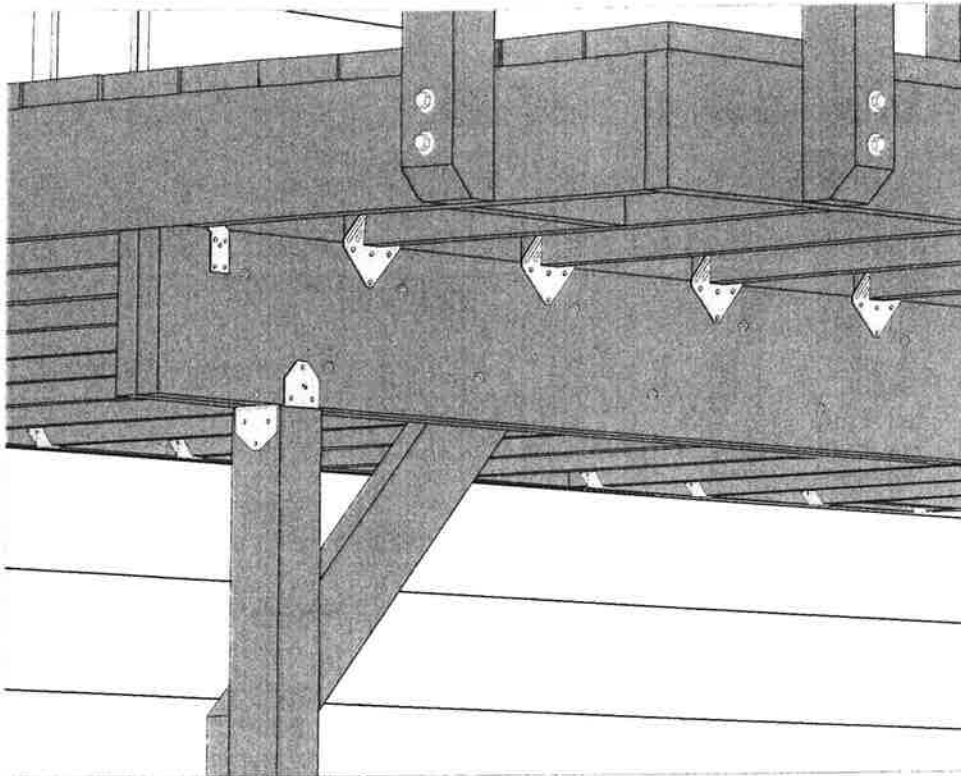
**LSU26/LSSU210 Field Skewable Joist Hanger:** Field skewable right or left up to 45°, provides bearing and uplift resistance. Also field slopeable up or down to 45°. Available with a ZMAX® galvanized coating.



These products are available with a ZMAX® or hot-dip galvanized coating. Stainless-steel connectors are also available for higher exposure environments or applications using certain preservative-treated woods. See page 6 for more details.

# Joists Bearing on a Beam

At the point where the joist bears on top of a beam, there must be a connection to resist lateral and uplift forces. Blocking or framing is also required to prevent overturning of the joists.



## Code Requirements

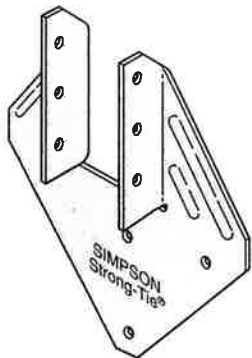
- ✓ Where posts and beam or girder construction is used to support floor framing, positive connections shall be provided to ensure against uplift and lateral displacement.

*IRC 2006, Section R502.9  
IBC 2006, Section 2304.9.7*

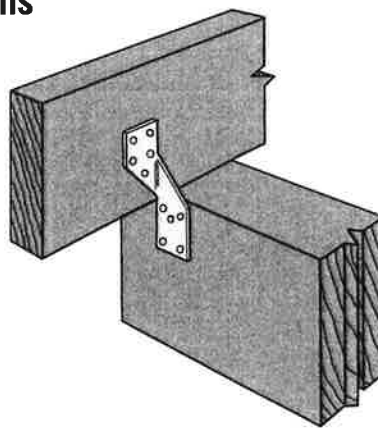
- ✓ Joists must be supported laterally at the ends by solid blocking or attachment to a full depth header, band or rim joist (IRC & IBC). Lateral restraint must be provided at each support (IRC only).

*IRC 2006 Section R502.7  
IBC 2006 Section 2308.8.2*

## Simpson Strong-Tie® Solutions



**H1 Hurricane Tie:** Holds joist on both sides. ZMAX® galvanized coating recommended.



**H2.5 Hurricane Tie:** Suitable for single-sided applications. ZMAX® galvanized coating or stainless steel recommended.

**Selection of products based upon performance and/or suitability for a specific application should be made by a qualified professional.** Simpson Strong-Tie recommends that deck designs be approved by the local building department before construction begins.



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Simpson Strong-Tie offers a full range of hurricane ties for all types of applications and load requirements. See the Simpson Strong-Tie® *Wood Construction Connectors* catalog for more information.



