



REQUIRED INFORMATION FOR A DECK PERMIT

This is a description of the minimal information required for application for a Deck Permit. The Building Inspector may request additional information as required.

All decks must be approved by the Village Planner, Jon Censky.

An application for a Building Permit shall be completely filled out by the applicant along with all the information below. The permit must be picked up and paid for before work may begin after Village Planner approval. Work started prior to the Building Permit being issued is subject to double Permit fees and penalties and may be required to be removed.

1. Detailed drawings on an 8½” x 11” sheet of paper showing cross section of deck, footprint of deck, exterior dimensions, elevations, and footing details. If the plans are not drawn to scale, exact dimensions shall be given and plan marked “not to scale”. The scale used shall be shown on the plans. All materials and colors must be made available.
2. Stair and Handrail/Guardrail Details. All decks more than 24” above the grade shall be provided with guardrails on all open sides of the deck. Rail heights shall be a minimum of 36” for residential and 42” for commercial properties above finished deck floor. Intermediate rails shall be spaced no more than 4” apart. Stairs with three or more risers shall be provided with handrails and guardrails on open sides of stairs.
3. Survey/Plot Plan. Provide a survey or plot plan showing the location on the site of the proposed project as well as all existing structures, easements, and lot dimensions. Surveys or plot plans shall be drawn on a minimum of an 8½” x 11” sheet of paper and be drawn to scale or have exact dimensions given for distances. The scale used shall be shown on plan.
4. Decks must meet setback requirements. Decks located 10’ or closer to the principal structure are considered an attached deck by local Zoning Code. Decks located 10’ or more from the principal structure would be considered a detached accessory structure and must meet setback requirements for detached accessory structures.
5. The Permit requires a contractor certification number or, for projects done by the owner, a signed Cautionary Statement.
6. It is requested that the applicant discuss their accessory structure requests with surrounding neighbors.
7. All inspections must be arranged through SAFEbuilt at (262) 346-4577. The Village cannot schedule these appointments.

NOTE: Certified Survey Maps (CSM) are recorded at the Ozaukee County Register of Deeds. To acquire a CSM that is recorded for your lot, the County will require your tax key number and address of your property. (Tax key numbers can be obtained from your property tax bill or at Village Hall.) Please note that not all properties have a CSM recorded at the Register of Deeds Office. If one is currently recorded, a Plat of Survey or CSM can be made by contacting a registered land surveyor.