

**Village of**



**Germantown**

**Community Development Department  
Inspection Services**

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# Residential Building Permit Informational Packet

## **DECKS**

# Village of Germantown

## Residential Deck

### Building Permit Application Requirements

#### 1. Building Permit Application Form

- All building permit applications must be filled out completely to ensure prompt service. All forms are available on the Village of Germantown Website.
- The application must include the name, address, and license number of all contractors.
- If you are the property owner and reside at the project address, performing the work yourself, you may write "Owner" on the contractor line.

#### 2. Site Plan Documentation

- A survey plat is the preferred document for the required site plan.
- If you do not have a survey, you may visit the inspection service counter inside the Village Hall to check the property file for an existing survey.
- If a survey is not available, a scaled site plan or a screenshot from a GIS site is acceptable. (Property lines on GIS might not be completely accurate).
- Property information and maps can also be accessed online via the Village of Germantown website; navigate to the Business & Development tab at the top of the page, then select Maps & GIS.
- On the survey or site plan please show the dimensions of deck, distances from proposed deck to side and rear lot lines, any stairs from deck to grade, height of the deck to grade.

#### 3. Building/Framing Plans

- Legible floor plan of the deck: This plan must clearly indicate the layout, including the location and spacing of all beams, support posts, and joists, as well as any overhangs. Please note on the plan maximum load on each post (see example of tributary area).

- Acceptable building plans: scaled drawings or in some cases, plans obtained from building supply stores may be acceptable. Please refer to the tables in **Appendix B** (included with this document) for the required beam and joist sizes and maximum allowable spans.
- Completed deck framing sheet.

#### **4. Permit Application Submittal**

- All forms, plans and documents can be emailed to [germantowninspections@safebuilt.com](mailto:germantowninspections@safebuilt.com)
- Plans and documents can be dropped off at the inspection service counter inside Village Hall between 8am – 3:30pm
- Applications will not be reviewed until all required information is received by the village.
- Permit applications will be reviewed and processed in the order received.

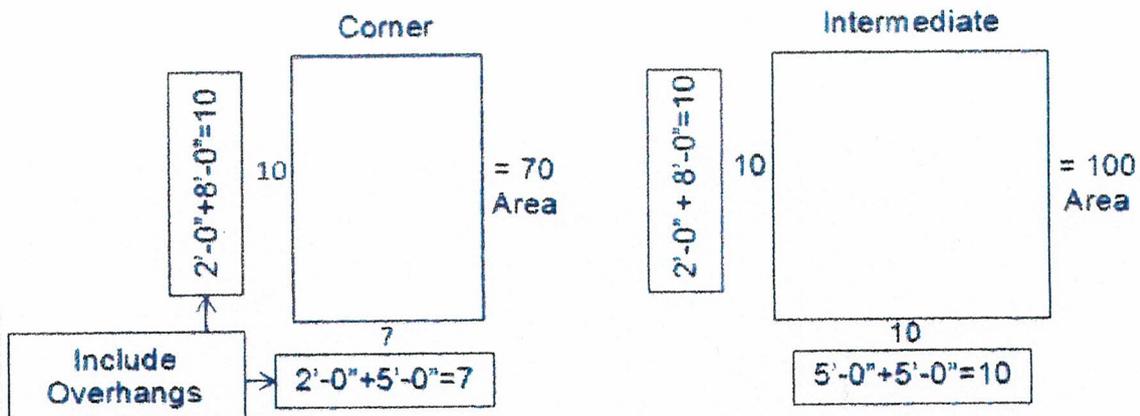
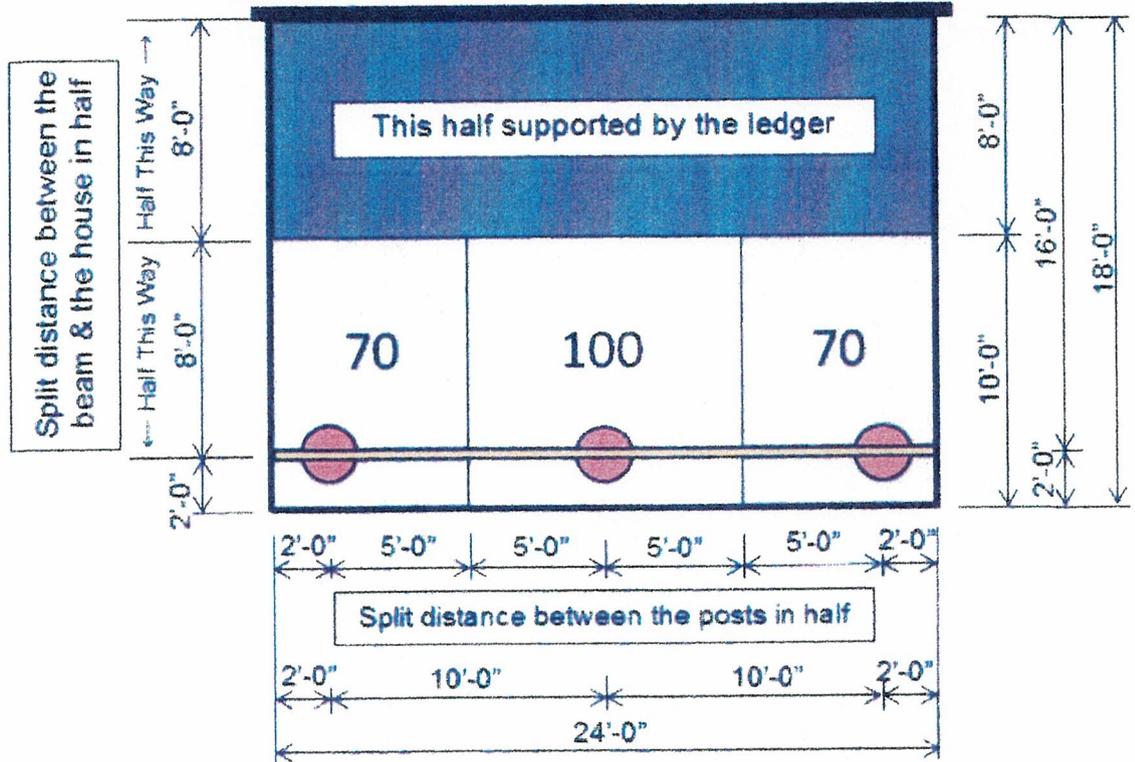
#### **5. Permit Approval and Payment**

- **Notification:** You will be notified via phone or email once your permit has been reviewed and approved.
- **Pick-up and Payment:** Permits may be collected and paid for at the Inspection Services counter located inside Village Hall.
- **Accepted Payment Methods:** We accept cash, checks, and debit or credit cards. Please note that a 3.75% service fee applies to all card transactions.

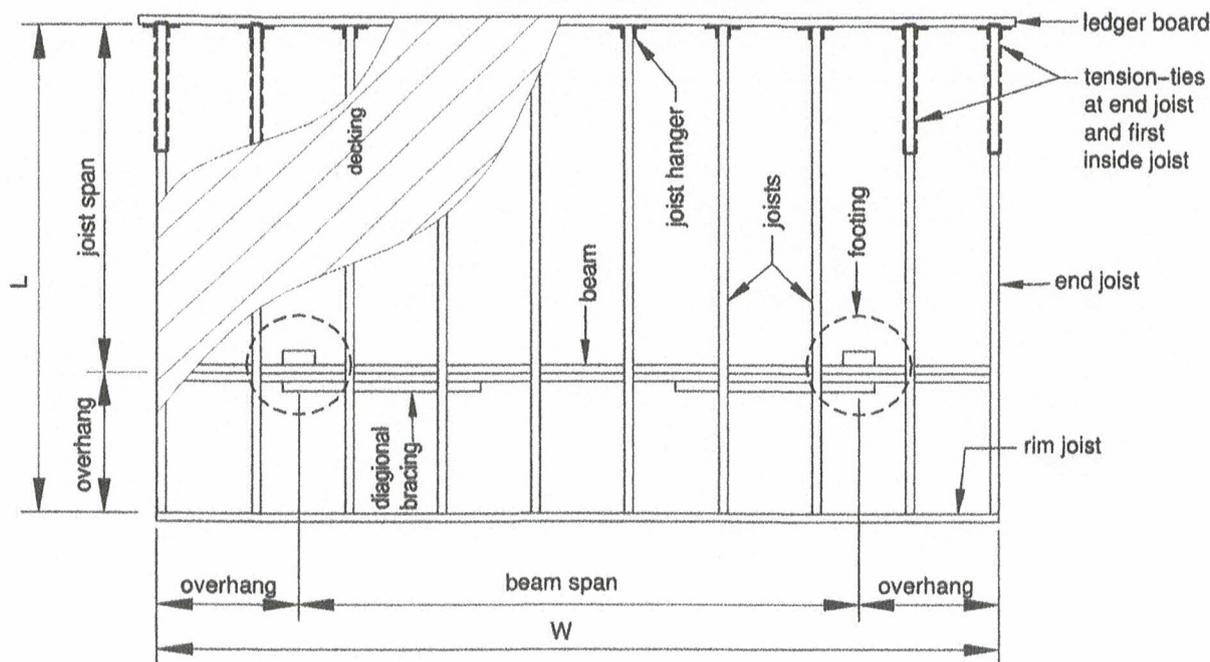
Building codes mandate that residential decks be engineered to support a minimum load of 50 lbs per square foot. Utilizing the provided figure, please determine the tributary area for each post and calculate the corresponding maximum design load for each post. Ensure these values are clearly marked on the plans for each post location.

Tributary Area \_\_\_\_\_ x 50 lb/sf = \_\_\_\_\_ Calculate for each post.

## Tributary Area Example



**Figure 35**  
**TYPICAL DECK FRAMING PLAN**



**Decking:**     2x4     2x6     five-quarter board     wood-plastic composite (per ASTM D 7032)  
 Other decking, evaluation report number: \_\_\_\_\_

**Joists:**    size:     2x6     2x8     2x10     2x12    spacing:     12 in.     16 in.     24 in.  
joist span dimension:    \_\_\_\_\_ ft. - \_\_\_\_\_ in.  
overhang:     Yes     No    overhang dimension:    \_\_\_\_\_ ft. - \_\_\_\_\_ in.  
rim joist:     2x6     2x8     2x10     2x12

**Beam(s):**    number of plies:     2     3    size:     2x6     2x8     2x10     2x12  
overhang:     Yes     No    overhang dimension:    \_\_\_\_\_ ft. - \_\_\_\_\_ in.

**Posts:**    size:     4x4     4x6     6x6    height:    \_\_\_\_\_ ft. - \_\_\_\_\_ in.

**Footings:**    size: \_\_\_\_\_ in.     square     round    thickness: \_\_\_\_\_ in.

**Ledger:**    ledger board size:     2x8     2x10     2x12     Not applicable (free-standing deck)  
fastener:     Through bolt     Lag screw     Wood screw  
 Expansion anchor     Adhesive anchor

**Lateral support:**     Tension-tie     Diagonal bracing, size:     2x  
(not permitted for free-standing deck)

**Deck size:**    L= \_\_\_\_\_ ft. - \_\_\_\_\_ in.    W= \_\_\_\_\_ ft. - \_\_\_\_\_ in.