



# Decks

The information herein is the most common for how to obtain the necessary permits for your project and is not representative of all the conditions you may encounter.

Contact and locate us...

Town of Culpeper Planning & Zoning Department  
400 S Main St. Culpeper, VA 22701  
P: (540) 829-8260

Culpeper County Planning & Zoning Department  
302 N Main St. / Lower Floor Culpeper, VA 22701  
P: (540) 727-3404

Culpeper County Building Department  
302 N Main St. / Lower Floor Culpeper, VA 22701  
P: (540) 727-3405

## Who should apply for the permit?

You may obtain permits in your own name if you are doing the work yourself. However, it is strongly recommended your properly licensed contractor pull the permit as the responsible party so the county can better assist you in gaining compliance for defective work if using a contractor.

### **PERMITS REQUIRED**

Permits are required for a new deck and alterations to an existing deck.

- ▶ Building permit for decks supported by footings.
- ▶ Wood patios applied directly on the ground do not require permits.
- ▶ Electrical permit for new lighting, outlets or hot tub.

### **DOCUMENTS REQUIRED**

Please submit the following when applying for a permit.

- ▶ Residential building application
- ▶ Building plans or typical deck drawings
- ▶ Site plan showing house location (see page 2)

## BUILDING PLANS CHECKLIST

When applying for a permit, you must submit three copies of your building plans meeting the following requirements:

- Minimum scale of ¼ inch = 1 foot; all dimensions shown.
- Minimum sheet size: 11 x 17 inches; no pencil.
- Code year used for the design.
- Name, address, phone number and occupation of the building designer.
- Footing details including depth below grade (18 inches minimum).
- Framing plan (bird's eye view) of the size, spacing and length of all posts, spacing and length of all posts, joists and beams.

- Guard details.
- Lateral bracing details.
- Stair and handrail details.
- Stair illumination note detailing how all stair treads will be lit. Details of all connections.
- Hot tub weight requirements (requires engineered design)
- Decking or guards composed of foreign lumber or plastic must be evaluated by an authorized listing agency.

Most plan requirements listed here are not necessary if you agree to build your deck using typical deck drawings. Standard deck construction plans are available from Culpeper County and can be used in lieu of a plan submission during the permit application if your deck meets the following requirements:

- Use is residential only.
- Deck is single span & single level.
- Maximum joist span is 18 feet.
- Deck does not support a hot tub, sunroom, screen porch or roof.

### Site Plan

A site plan is a plan drawn from survey data showing the location of the house and other elements of your property such as well and septic location and other structures. To determine the impact of your deck on your property, you will need to submit a clean copy of your plat in the original scale showing the location and dimensions of your new deck. Usually, your closing documents will contain a copy of your plat. The Zoning Department may also have a copy.

### PERMIT PROCESS

When applying for a permit, bring the required documentation listed on Page 1 to the Building Department after obtaining your zoning permit.

### INSPECTIONS

- ▶ Before you dig call Miss Utility at **811**.
- ▶ The approved site plan and building plans must be on the jobsite. Permit placard must be posted visible from the road open for public display.



Required Inspections:

- ✓ Footing: footing holes are dug and ledger board is attached.
  - ✓ Framing: posts, beams and joists are installed. (Not required if the deck is 48 inches or more above the Ground.)
  - ✓ Final: all remaining items are installed.
  - ▶ If required, ladders must be provided to the inspector.
- Schedule your inspection using the following options:
- ✓ Telephone during hours of operation Monday - Friday 8am to 4pm at 540-727-3405 option 1
  - ✓ Citizen Portal Account.