



The City of Canal Winchester

Development Department

45 E. Waterloo Street

Canal Winchester, Ohio 43110

Phone (614) 837-7501 Fax (614) 837-0145

DECK PERMIT APPLICATION

PERMIT NUMBER: _____

PROPERTY OWNER

Name _____

Address _____

Phone _____ Email _____

APPLICANT

Name _____

Address _____

Phone _____ Email _____

Address of Subject Property _____

Estimated Cost \$ _____

Attach a current plot map showing the location of the proposed deck along with all other structures on the property. Provide two (2) copies of scale drawings of the framing plan view (overhead) of your proposed deck. Your plan will need to indicate the locations, spacing and sizes of your frost footings, beams and joists for the inspectors to be able to make sure it meets structural code requirements. Your plan will also have to include notes or visual details showing how you are going to install the footings, guard rails, stairs and the ledger board. You will be expected to specify what types and grades of materials you are using for the framing, decking and rails and what kind of hardware and fasteners you plan to use. Additional information may be required to determine compliance with the Zoning Code by the Planning and Zoning Administrator.

**I certify that the information provided with this application is correct
and accurate to the best of my ability.**

Property Owner's or Authorized Agent's Signature

Date

DO NOT WRITE BELOW THIS LINE

Date Received: ____ / ____ / ____

Date Received: ____ / ____ / ____

Date Approved: ____ / ____ / ____

Date Approved: ____ / ____ / ____

Zoning Official

Issuing Authority

Inspection line (614) 834-5104. Please allow 48 hours for all inspections

Deck Permit Application Attachment

Submission Requirements: Paper copies must be dropped off or mailed in to our office at 45 E. Waterloo Street.

1. Deck permit application
2. Two (2) sets of the following:
 - a. Plot plan - to include all existing structures on the lot and exact location & dimensions of proposed deck
 - b. Footer detail - size & location
 - c. Framing detail - size & location; post to beam connections
 - d. Guardrail detail
 - e. Stair & handrail detail

** Please note all materials that will be used*

*** Plans do not need to be professional but all above items must be shown*

Plan Review:

1. Residential plan review takes approximately 2 –3 weeks. Providing accurate and complete information will help to ensure a full plan approval.
2. The Planning & Zoning Department will review the plot plan for compliance with the City of Canal Winchester's Zoning Code.
3. The Residential Building Official will review the construction drawings for compliance with the 2019 Residential Code of Ohio.
4. The applicant will be notified once plan review is complete and fees have been assessed. Fees are typically \$250 but may vary based on the scope of work. Construction may begin after all fees are paid and the permit is picked up.

Inspections:

1. Call Ohio Utilities Protection Service at (800) 362-2764 or 811 BEFORE you dig.
2. Approved plans and yellow inspection card must be onsite for all inspections.
3. Please call the inspection voicemail line at (614) 834-5104 to schedule any inspections. Calls received before 4pm can be scheduled for the next day. Inspections take place in the afternoon.
4. Required inspections:
 - a. Footer - clean, empty holes - BEFORE concrete
 - b. Framing - before decking & rails
 - c. Final - at completion of project