



600 Clearwater Road, Hershey, PA 17033 (717) 533-2057 option 2

DECKS - Building Permit Application Checklist

This municipality ALWAYS expects to see the following checklist completed at time of Building Permit Application whether installation is to be performed by the home owner or professionally. Failure to remit any of the following (without having discussed the issue previously) will be cause for the rejection of project, which will be returned to the applicant as incomplete and non-compliant.

The following information must be included in any deck application submission.

REQUIRED INFORMATION	YES	NO	N/A	COMMENTS
Footers – locations, depths, dimensions				
Support posts – locations, dimensions				
Beam/Header – location(s), dimensions, method of attachment to posts				
Joists – layout, spacing, dimensions				
Fasteners, lateral attachment methods (if not freestanding from house)				
Ledger Connection Detail – size, spacing and pattern of fasteners				
Deck height off ground at highest point				
Handrail/Guard – post size, locations				
Handrail/Guard – height, baluster spacing				
Stair location, approx. tread and riser dimensions				
Drawings – plan view and elevation				
Scope of work				
GFI/WP/WR receptacle for deck? (if ≥ 20 ft ² usable space)				

Note: Please include a detailed drawing or sketch on a separate page identifying all applicable specifications mentioned above.