



CITY OF
PICKERINGTON

DECK PERMIT INFORMATION

***If you belong to a homeowners association, always check with them BEFORE applying for permits.**

***Call the Ohio Utilities Protection Service 48 hours before you dig 1-800-362-2764.**

The City of Pickerington requires permits to ensure safe construction of residential decks.

APPLICATION

Please complete and submit the following items to 51 East Columbus Street:

- Planning & Zoning Department
 - Zoning Certificate application
 - \$25.00 zoning fee
 - 2 copies of site plan (see below for details)
- Building Department
 - Building Permit application
 - Building fees vary by project and are due when permit is picked up
 - 2 complete sets of construction plans (see below for details)

SITE PLAN

Plot plans are often included in the closing papers when a home is purchased. If a plot plan cannot be located, an aerial photo obtained from the county auditor's website would also be acceptable for deck applications. The following items should be shown on the site plan:

- All existing structures on the lot
- Exact location & dimensions of proposed deck
- Distance from proposed deck to property lines

CONSTRUCTION PLANS

Construction plans do not need to be professional, but the following items must be shown in the drawings:

- Dimensions
- Footer detail – size & location
- Beam detail – size & location
- Floor joists – size & spacing
- Guardrail detail
- Stair & handrail detail
- List all materials including bolts that will be used

PLAN REVIEW

***Accurate and complete information provided in accordance with the attached documentation will expedite a thorough review of the project.**

Decks go through a two-step review process. First, the project is reviewed by the Planning & Zoning Department, then they are reviewed by the Building Department. Please allow a total of 7-10 business days for review.

The Planning & Zoning Department will review the site plan for compliance with the City of Pickerington Zoning Code. Please call 614-833-2204 with any questions for the Planning & Zoning Department.

After the site plan has been approved, the Building Department will review construction plans for compliance with the 2013 Residential Code of Ohio. Please call 614-833-2221 with any questions for the Building Department.

Once plan reviews are complete and all necessary approvals are granted, the applicant will be notified. Construction may begin after all fees are paid and the permit is picked up.

INSPECTIONS

***Approved plans and build card must be onsite for all inspections.**

Inspections may be scheduled by calling the inspection voicemail line at 614-833-2221 (select option 1) or by emailing inspectionrequest@pickerington.net. Inspection requests received by 3:00pm will be scheduled for the following business day. **There are no same day inspections.**

The following inspections are required for residential decks:

- Footing – clean, dry holes – before concrete
- Framing – before decking & rails
- Final – at completion of project

ADDITIONAL INFORMATION

Contractors must be registered to do work in the City of Pickerington. For more information about contractor registration, please contact the Building Department at 614-833-2221. If a homeowner is doing their own work on project, a Homeowner's Affidavit is required.