Screened Porch or 3 – Season Porch

Requirements for Building Permit Application

1. Completed Building Permit application form with signature.
2. Submit two (2) copies of plans showing proposed designs and materials; plans shall be drawn to scale and shall include the following information:
   a. A floor plan indicating the proposed porch size, size and spacing of floor joists, size of decking, size, location and spacing of posts, size of headers, size and spacing of rafters.
   b. A cross section view indicating the diameter and depth of footings, size of posts, header size supporting floor joists, floor joist size and spacing, flooring material, guardrail height (if any), ceiling height, header size over glazed and screened openings, type(s) of sheathing and siding material, size and spacing of roof rafters, and pitch of roof.
   c. Elevations indicating the height of structure from established grade, type of roof covering material.

Attached are examples of drawings, which are intended as a GUIDE. If your porch is similar in design, you may use the attached plans by filling in the blanks.

General Building Code Requirements

1. Footings shall be designed to adequately support the structure and constructed below frost depth (42 inches minimum).
2. Approved wood of natural resistance to decay or treated wood shall be used. If treated wood is to be used below grade, it must be .6 treated material.
3. Porches, which are more than thirty (30) inches above grade, shall be protected by a guardrail not less than thirty-six (36) inches in height. Open guardrails shall be protected by vertical or diagonal rails (such that a sphere four (4) inches in diameter cannot pass through), mesh screen, or tempered safety glass.
4. Floor joist spacing at twenty-four (24) inches on center requires two (2) inch minimum decking and floor joist spacing at sixteen (16) inches on center requires one (1) inch minimum decking.

NOTE: The aforementioned criterion represents general code requirements relative to porch construction. For specific code and zoning requirements, please contact the Building Inspection Department or Zoning Department at your local City Hall.

6/11/2003