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## Zoning Department – DECK PERMITS

### Checklist

- Complete Building and Electrical Permit Form.
- Complete Zoning Permit Form.
- Obtain a Plot Plan/Survey showing location of ALL streets, alleys, property lines, house and buildings, and distance to your property line, showing location and size of deck.
- Obtain complete construction plans for deck front, side, overhead, and floor plan. Most lumber yards have a computer program that will print your plans for the deck with sizes, spans, lengths, spacing, components and footers.
- Review the information package included.
- Contact / Submit plans and forms to Zoning / Building Inspector.
- Your Contractor must supply insurance and workman's compensation information.
- Do NOT START WORK without approval and permit.
- Call at least 48 hours before required inspections.

Ed Howley  
Zoning and Building Codes



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## Zoning Department – Required Building Permits

### **RESIDENTIAL PERMITS** (For 1 or 2 Family Dwellings)

- New 1 & 2 Family Dwellings
- New Accessory Structures over 1,000 sq ft
- New Additions
- New Porches, Decks, Any New Attached Structures
- Retaining walls over 48-inches
- ALL Pools, Saunas, Hot Tubs over 24-inches high
- The “replacement” of any of the above
- ANY Structural work (Joists, walls, rafters, posts, beams, footers, trusses)
- Adding roofs, walls, new egress doors, floor joist, changing central heating from gas to electric / electric to gas, solar panels, unfinished porch or basement to living space.

### **EXEMPTIONS**

Replacing siding, shingles, floor boards, drywall, same size windows or doors, adding insulation, painting, common electrical and plumbing work, gutters/downspouts.

A Zoning Permit is required for **ALL** sheds, garages, pools, fences, walls, gazebos, any structures, driveways, signs and carports.

A Fence Permit **MUST** include a lot plan or survey showing lot size, all roads and alleys, all structures and the location of the proposed fence.

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### **COMMERCIAL PERMITS**

- ALL NEW buildings and structures
- ALL NEW, REPLACEMENT AND RENOVATION work: Structural, Electrical, Plumbing, HVAC, Roofing and Fire Systems
- ALL Pools
- ANY Walls 48 inches and higher
- Pavilions, Decks, Porches, Storage Units, Stairways and Signs.
- New or Changing the “Use” of a building or structure (e.g. changing a bank to a retail store, or changing a school to an apartment complex, etc.)

### **EXEMPTIONS**

Replacing same existing doors or windows, replacing bathroom fixtures, painting, siding, flooring, drywall/plaster repair, minor plumbing and electrical repairs. **ALWAYS CALL BEFORE BEGINNING ANY COMMERCIAL PROJECT.**



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## Workers' Compensation Information Form

### AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- \_\_\_ Property owner performing own work. If property owner does hire a contractor to perform any work pursuant to building permit, the contractor must provide proof of Worker's Compensation Insurance to the Borough. Homeowner assumes liability for contractor compliance with these requirements.
- \_\_\_ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of Insurance to the Borough.
- \_\_\_ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from Workers' Compensation Insurance. Attach copies of religious exemption letter for ALL employees.
- \_\_\_ Use this form when applicable to Part C on the Workers' Compensation Form.

\_\_\_\_\_  
Signature of Applicant

Commonwealth of Pennsylvania

County of \_\_\_\_\_

Sworn to and subscribed before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

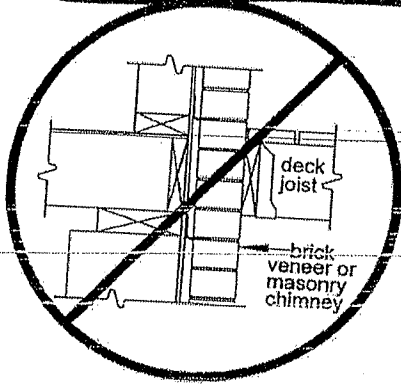
# PRESCRIPTIVE RESIDENTIAL WOOD DECK CONSTRUCTION GUIDE

## PROHIBITED LEDGER ATTACHMENTS

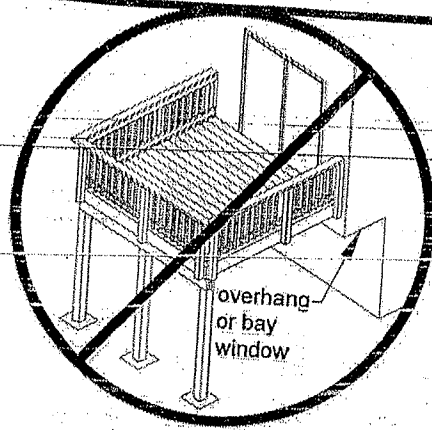
Attachments to exterior veneers (brick, masonry, stone) and to cantilevered floor overhangs or bay windows are prohibited (see Figures 17 and 18). In such cases the

deck shall be free-standing (see FREE-STANDING DECKS).

**Figure 17. No Attachment to or Through Exterior Veneers (Brick, Masonry, Stone)**



**Figure 18. No Attachment to House Overhang**



## LEDGER BOARD FASTENERS

Only those fasteners noted below are permitted. LEAD ANCHORS ARE PROHIBITED.

nominal lumber band joist (1-1/2" actual) or EWP rim board bearing on a sill plate or wall plate shall be constructed with 1/2" lag screws or bolts with washers per Table 5 and Figure 19 (see MINIMUM REQUIREMENTS).

**Deck ledger connection to band joist or rim board.**  
The connection between a deck ledger and a 2-inch

**Table 5. Fastener Spacing for a Southern Pine, Douglas Fir-Larch, or Hem-Fir Deck Ledger and a 2-inch Nominal Solid-Sawn Spruce-Pine-Fir<sup>7,9</sup> Band Joist or EWP Rim Board<sup>6</sup>**  
(Deck Live Load = 40 psf, Deck Dead Load = 10 psf)<sup>3,6</sup>

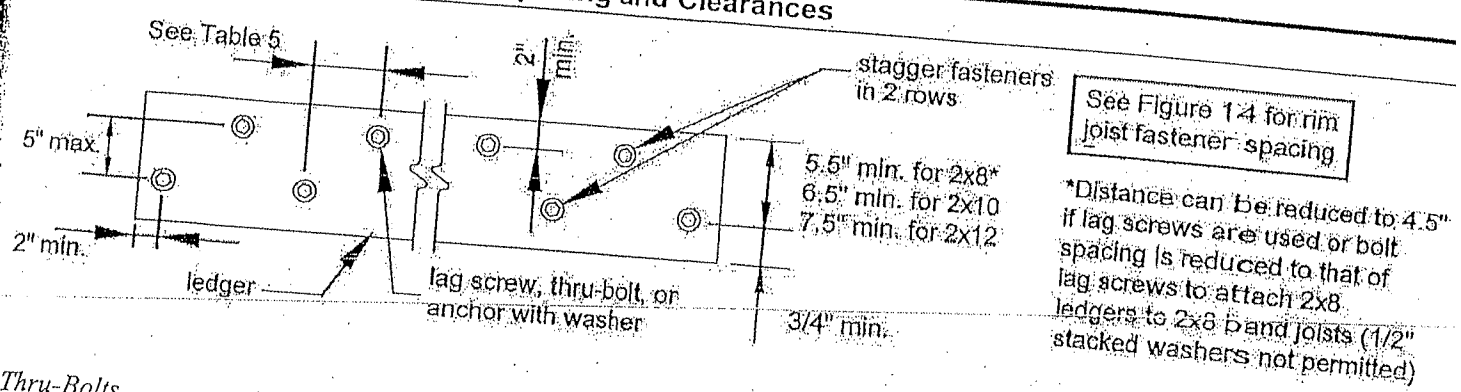
Joist Span	Rim Board or Band Joist	On-Center Spacing of Fasteners <sup>4,5</sup>						
		6'-0" and less	6'-1" to 8'-0"	8'-1" to 10'-0"	10'-1" to 12'-0"	12'-1" to 14'-0"	14'-1" to 16'-0"	16'-1" to 18'-0"
1/2" diameter lag screw with 15/32" maximum sheathing <sup>1</sup>	1" EWP <sup>6</sup>	24"	18"	14"	12"	10"	9"	8"
	1-1/8" EWP <sup>6</sup>	28"	21"	16"	14"	12"	10"	9"
	1-1/2" Lumber <sup>7,9</sup>	30"	23"	18"	15"	13"	11"	10"
1/2" diameter bolt with 15/32" maximum sheathing	1" EWP <sup>6</sup>	24"	18"	14"	12"	10"	9"	8"
	1-1/8" EWP <sup>6</sup>	28"	21"	16"	14"	12"	10"	9"
	1-1/2" Lumber <sup>7,9</sup>	36"	36"	34"	29"	24"	21"	19"
1/2" diameter bolt with 15/32" maximum sheathing and 1/2" stacked washers <sup>2,8</sup>	1" EWP <sup>6</sup>	24"	18"	14"	12"	10"	9"	8"
	1-1/8" EWP <sup>6</sup>	28"	21"	16"	14"	12"	10"	9"
	1-1/2" Lumber <sup>7,9</sup>	36"	36"	29"	24"	21"	18"	16"

<sup>1</sup> The tip of the lag screw shall fully extend beyond the inside face of the band joist.  
<sup>2</sup> The maximum gap between the face of the ledger board and face of the wall sheathing shall be 1/2".  
<sup>3</sup> Ledgers shall be flashed or caulked to prevent water from contacting the house band joist (see Figures 14, 15, and 16).  
<sup>4</sup> Lag screws and bolts shall be staggered per Figure 19.  
<sup>5</sup> Deck ledgers shall be minimum 2x8 pressure-preservative-treated No.2 grade lumber, or other approved materials as established by standard engineering practice.  
<sup>6</sup> When solid-sawn pressure-preservative-treated deck ledgers are attached to engineered wood products (minimum 1" thick wood structural panel band joist or structural composite lumber including laminated veneer lumber), the ledger attachment shall be designed in accordance with accepted engineering practice. Tabulated values based on 300 lbs and 350 lbs for 1" and 1-1/8" EWP rim board, respectively.  
<sup>7</sup> A minimum 1"x9 1/2" Douglas fir-larch laminated veneer lumber rim board shall be permitted in lieu of the 2" nominal band joist.  
<sup>8</sup> Wood structural panel sheathing, gypsum board sheathing, or foam sheathing not exceeding one inch thickness shall be permitted.  
<sup>9</sup> The maximum distance between the face of the ledger board and the face of the band joist shall be one inch.  
 Fastener spacing also applies to southern pine, Douglas fir-larch, and hem-fir band joists.

**Placement of lag screws or bolts in deck ledgers**  
 The lag screws or bolts shall be placed as shown in Figure 19. The lag screws or bolts shall be staggered from the top to the bottom along the horizontal run of

the deck ledger (see Figure 19). Proper installation of lag screws or bolts shall be verified by the authority having jurisdiction.

**Figure 19: Ledger Board Fastener Spacing and Clearances**



**Thru-Bolts**

Thru-bolts shall have a diameter of 1/2". Pilot holes for thru-bolts shall be 17/32" to 9/16" in diameter. Thru-bolts require washers at the bolt head and nut.

Minimum spacing and embedment length shall be per the manufacturer's recommendations. All anchors must have washers.

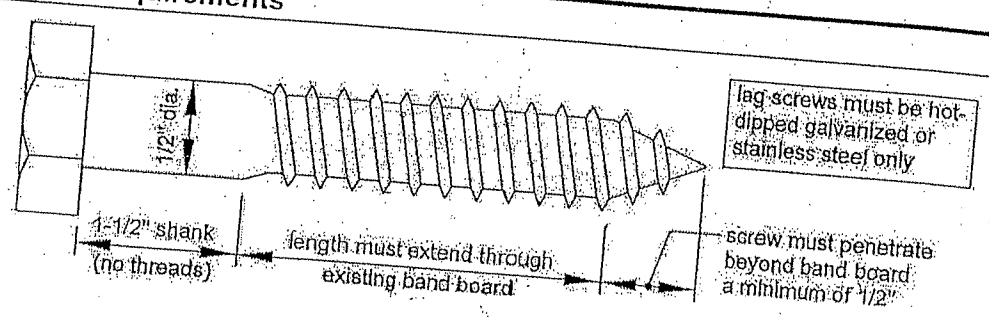
**Expansion and Adhesive Anchors**

Use approved expansion or adhesive anchors when attaching a ledger board to a concrete or solid masonry wall as shown in Figure 15 or a hollow masonry wall with a grouted cell as shown in Figure 16. Expansion and adhesive anchor bolts shall have a diameter of 1/2".

**Lag Screws**

Lag screws shall have a diameter of 1/2" (see MINIMUM REQUIREMENTS). Lag screws may be used only when the field conditions conform to those shown in Figure 14. See Figure 20 for lag screw length and shank requirements. All lag screws shall be installed with washers.

**Figure 20: Lag Screw Requirements**



**Lag screw installation requirements:** Each lag screw shall have pilot holes drilled as follows: 1) Drill a 1/2" diameter hole in the ledger board, 2) Drill a 5/16" diameter hole into the band board of the existing house. **DO NOT DRILL A 1/2" DIAMETER HOLE INTO THE BAND BOARD.**

The threaded portion of the lag screw shall be inserted into the pilot hole by turning. **DO NOT DRIVE LAG SCREWS WITH A HAMMER.** Use soap or a wood-compatible lubricant as required to facilitate tightening. Each lag screw shall be thoroughly tightened (snug but not over-tightened to avoid wood damage).

# PREScriptive RESIDENTIAL WOOD DECK CONSTRUCTION GUIDE

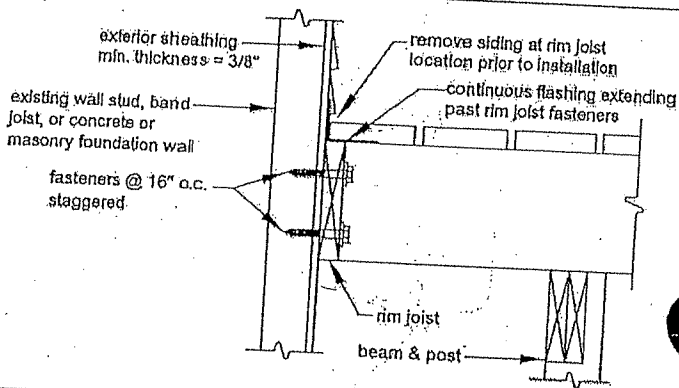
**Diagonal Bracing:** Provide diagonal bracing both parallel and perpendicular to the beam at each post as shown in Figure 22. When parallel to the beam, the bracing shall be bolted to the post at one end and beam at the other. When perpendicular to the beam, the bracing shall be bolted to the post at one end and a joist or blocking between joists at the other. When a joist does not align with the bracing location, provide blocking between the adjacent joists. Decks attached to the house as shown in Figure 23A do not require diagonal bracing perpendicular to the house. Diagonal bracing parallel to the house may be omitted at the beam adjacent to the house for a free-standing deck attached as shown in Figure 23.

**Free-standing Deck - Attachment to House:** Attach the deck rim joist to the existing house exterior wall as shown in Figure 23 for a free-standing deck. The wall must be sheathed with minimum  $\frac{3}{8}$ " wood structural panel sheathing. Use lag screws or thru-bolts when fastening to an existing band joist or wall stud; use expansion anchors or epoxy anchors when fastening to

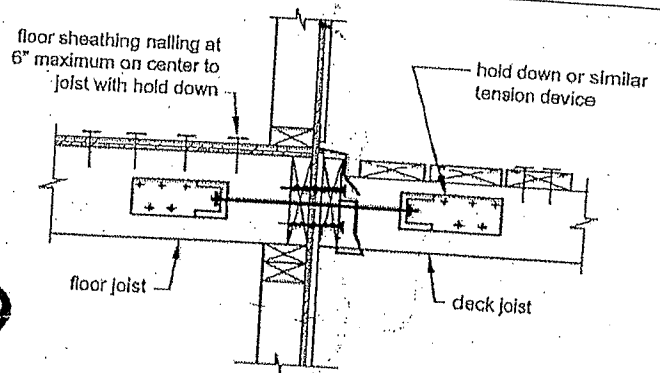
concrete or masonry. **DO NOT ATTACH TO BRICK VENEERS. VERIFY THIS CONDITION IN THE FIELD PRIOR TO UTILIZING THIS METHOD.** Fasteners shall be 16" on center and staggered in 2 rows for free-standing decks. Flashing over the rim joist is required and must be installed in accordance with the flashing provisions in the LEDGER ATTACHMENT REQUIREMENTS.

**Deck Supported by Ledger - Attachment to House:** Where supported by attachment to an exterior wall (Figures 14, 15, or 16), decks shall be positively anchored to the primary structure and designed for both vertical and lateral loads as applicable [R502.2.2]. The lateral load connection required shall be permitted to be in accordance with Figure 23A. Hold down tension devices shall be provided in not less than two locations per deck, and each device shall have an allowable stress design capacity of not less than 1,500 lb [R502.2.2.3]. See the *Commentary* to this document for additional information on applicability of this provision.

**Figure 23. Attachment of Free-Standing Deck to House for Deck Stability**



**Figure 23A. Example of a Lateral Load Device for a Deck Attached to a House with a Ledger**



## GUARD REQUIREMENTS

All decks greater than 30" above grade are required to have a guard [R312.1] - one example is shown in Figure

24. Other methods and materials may be used for guard construction when approved by the authority having jurisdiction.

**Figure 24. Example Guard Detail**

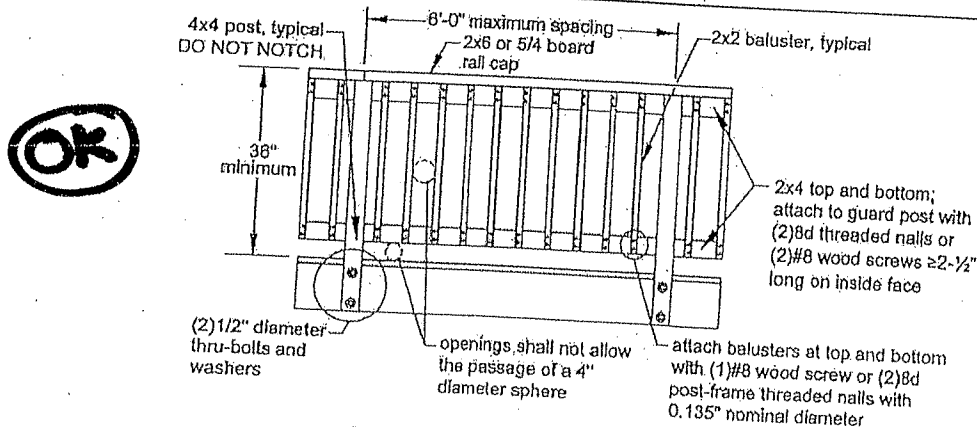
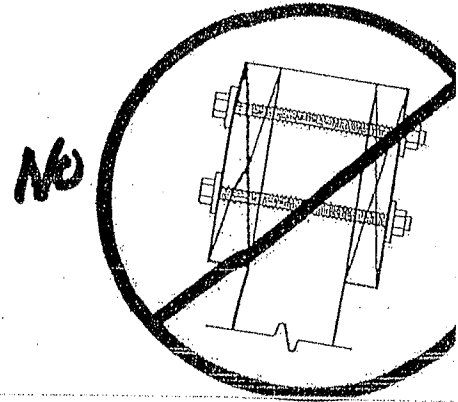
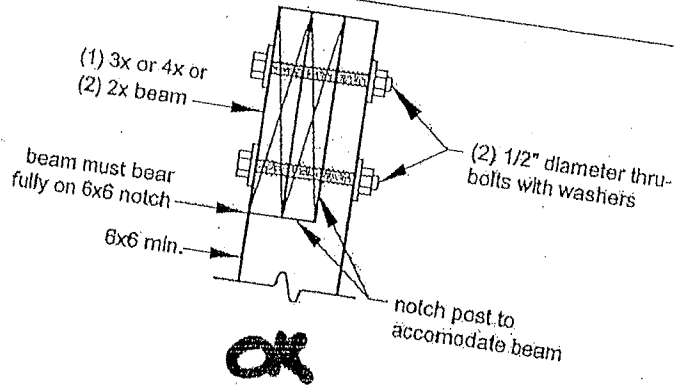


Figure 9. Prohibited Post-to-Bear Condition



**RIM JOIST REQUIREMENTS**

Attach a continuous rim joist to the ends of joists as shown in Figure 11. Attach decking to the rim joist as shown in Figure 11. For more decking attachment requirements, see **DECKING REQUIREMENTS**.

Figure 10. Alternate Approved Post-to-Post Cap Attachment

**OK**

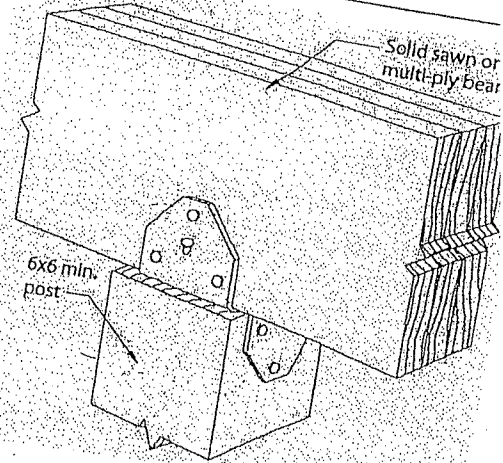
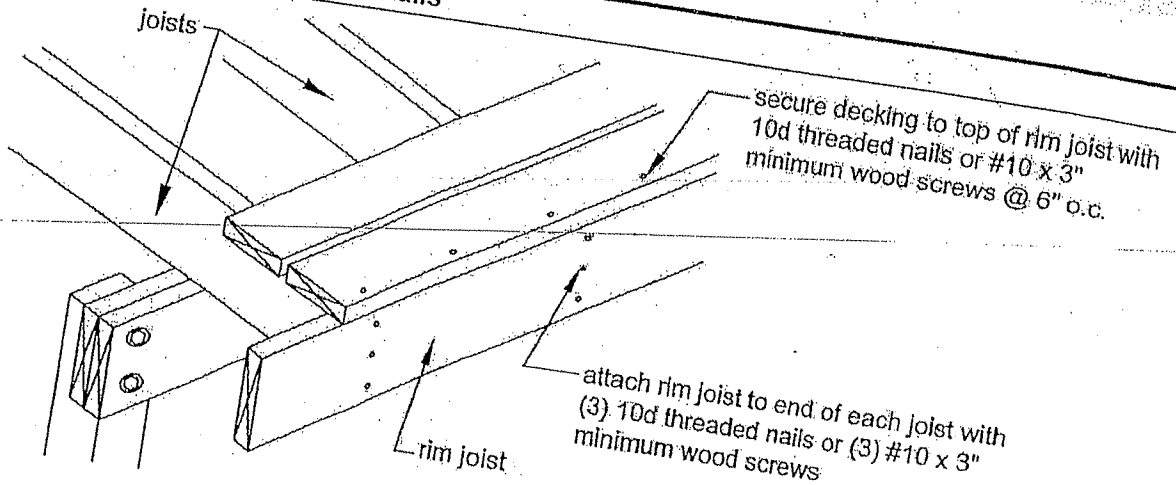
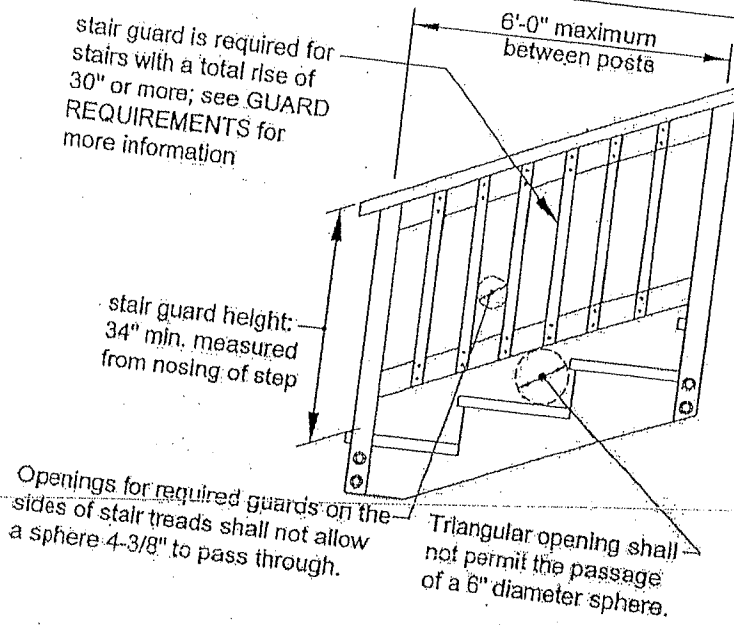


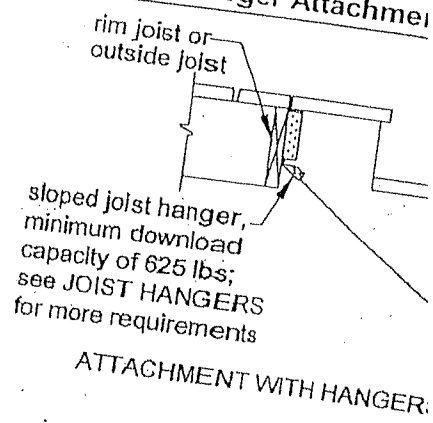
Figure 11. Rim Joist Connection Details



**Stair Guard Requirements**



**Figure 31. Stair Stringer Attachment**

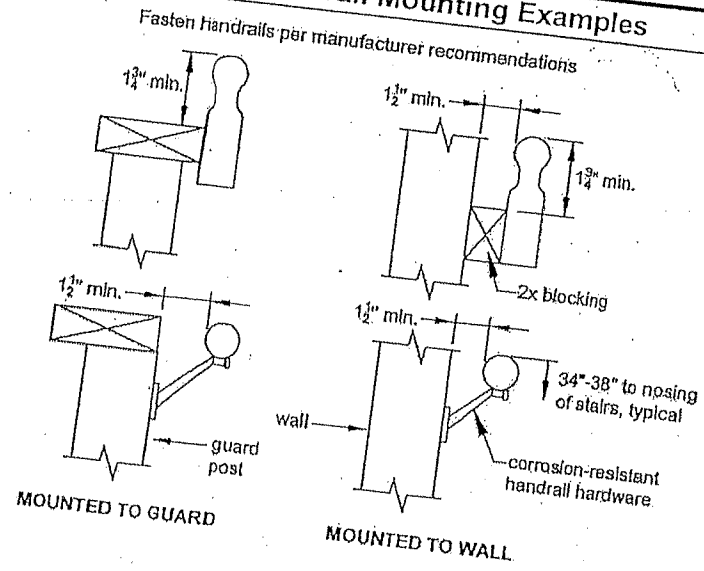


**STAIR HANDRAIL REQUIREMENTS**

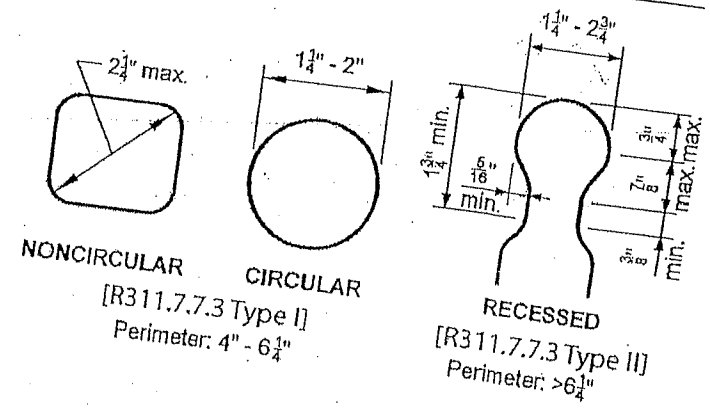
All stairs with 4 or more risers shall have a handrail on at least one side (see Figure 32A) [R311.7.7]. The handrail height measured vertically from the sloped plane adjoining the tread nosing shall be not less than 34 inches and not more than 38 inches (see Figure 30) [R311.7.7.1]. Handrails shall be graspable and shall be composed of decay-resistant and/or corrosion resistant material. Handrails shall be Type I, Type II, or provide equivalent graspability (see Figure 32B). Type I shall have a perimeter dimension of at least 4" and not greater

than 6-1/4". Type II rails with a perimeter greater than 6-1/4" shall provide a graspable finger recess area on sides of the profile [R311.7.7.3]. All shapes shall have smooth surface with no sharp corners. Handrails shall run continuously from a point directly over the lowest riser to a point directly over the highest riser and shall return to the guard at each end (see Figure 33). Handrails may be interrupted by guard posts at a turn in the stair [R311.7.7.2].

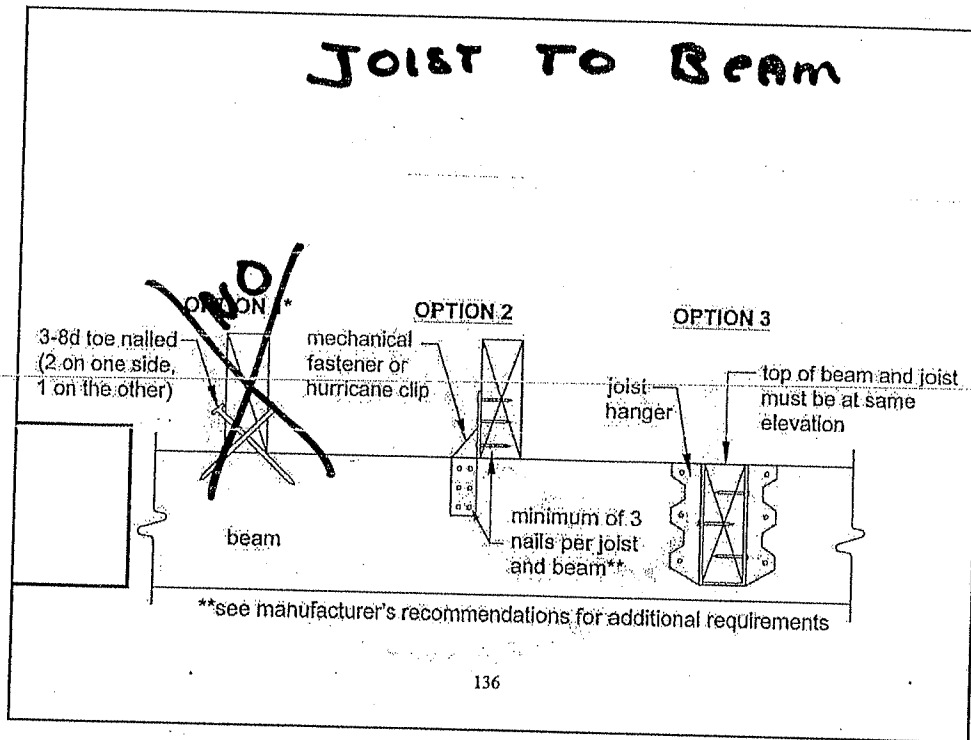
**Figure 32A. Handrail Mounting Examples**



**Figure 32B. Handrail Grip Size**







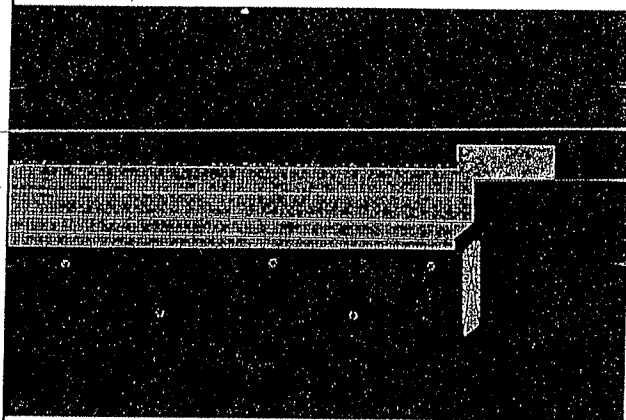
## Water Management

*Water resistive barriers  
and flashing*

REQ AT ALL DOORS

AND LEDGERS ATTACHMENTS

*Basic integration of  
water resistive barrier & flashing*



Remove Building Paper

Back Flashing

- Peel & stick

Inner Cap Flashing

- Peel & stick

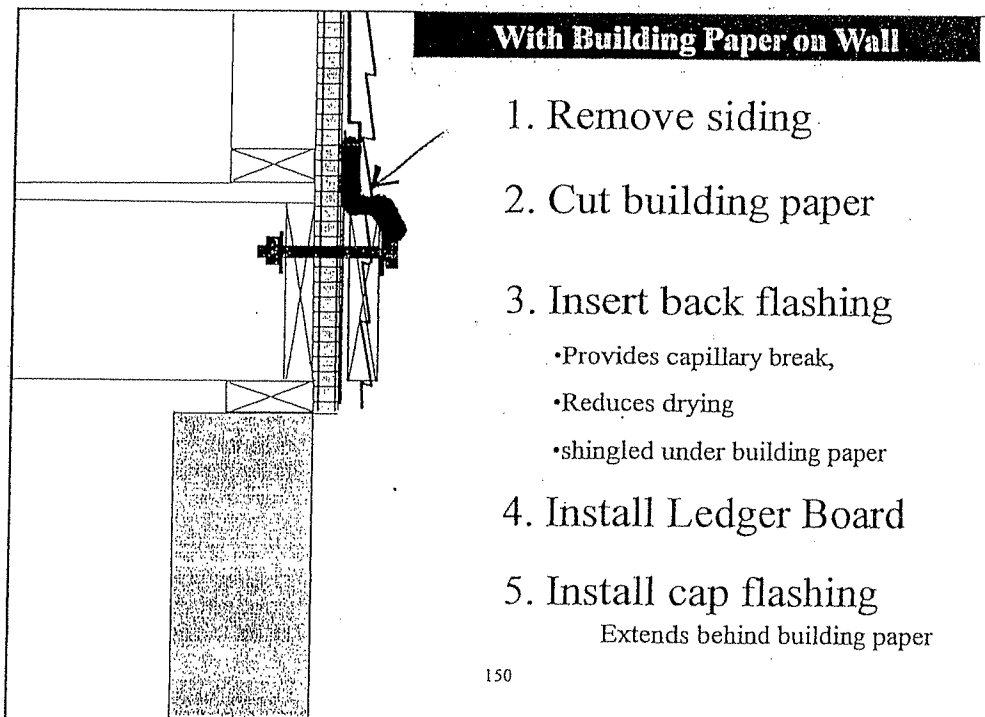
Exterior Cap flashing

- Copper or vinyl stock

Seal edge of building paper

- Peel & stick

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**With Building Paper on Wall**

1. Remove siding

2. Cut building paper

3. Insert back flashing

• Provides capillary break,

• Reduces drying

• Shingled under building paper

4. Install Ledger Board

5. Install cap flashing

Extends behind building paper

150

**BUILDING PERMIT** \_\_\_\_\_ **ELECTRICAL PERMIT** \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_ Lot# \_\_\_\_\_ Block \_\_\_\_\_ Tax Parcel \_\_\_\_\_

Construction Site Location \_\_\_\_\_ Date Received \_\_\_\_\_

Owner \_\_\_\_\_ Tenant \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Front Yard \_\_\_\_\_ Ft. (Front of building to property line) Describe proposed work in detail \_\_\_\_\_

Rear Yard \_\_\_\_\_ Ft. (Rear of building to property line) \_\_\_\_\_

Side Yard \_\_\_\_\_ Ft. Side Yard \_\_\_\_\_ FT. \_\_\_\_\_

**State Classification:** New Commercial \_\_\_\_\_ Other Commercial \_\_\_\_\_ New Residential \_\_\_\_\_ Other Residential \_\_\_\_\_

**BUILDING PERMIT**

Contractor \_\_\_\_\_  
(if owner, put same name above)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fed Employee No. \_\_\_\_\_  
(Certificate of Insurance for Workers Compensation needed or sign exemption form)

Estimate of total costs for all work \_\_\_\_\_

Total square feet: \_\_\_\_\_ Use Group \_\_\_\_\_ Type Construction \_\_\_\_\_

No. of Stories: \_\_\_\_\_ Height of Structure \_\_\_\_\_

Description of work: \_\_\_\_\_

**Type of work:**

Alterations/Additions of: \_\_\_\_\_ Square Ft. \_\_\_\_\_

( ) Roofing - Total square feet \_\_\_\_\_

( ) Fencing, supply height if it exceeds 6 foot \_\_\_\_\_

( ) Sign - Total Square feet \_\_\_\_\_

( ) Pool - Total Square feet \_\_\_\_\_

( ) Decks - Total Square feet \_\_\_\_\_

( ) Demolition - Total Square feet \_\_\_\_\_

( ) Accessibility \_\_\_\_\_

Other: \_\_\_\_\_

**I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding constructon.**

Signature: \_\_\_\_\_  
Owner ( ) Contractor ( ) Owner Reresentative ( )

**ELECTRICAL PERMIT**

Contractor \_\_\_\_\_  
(if owner, put same name above)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fed Employee No. \_\_\_\_\_  
(Certificate of Insurance for Workers Compensation needed or sign exemption form)

Estimate of total costs for all work \_\_\_\_\_

**Technical Site**

Data No.	Size	Items
_____		Lighting Fixtures
_____		Receptacles
_____		Switches
_____		Detectors
_____	HP _____	Motor-Fractional
_____		Communication Devices
_____		Alarm Devices/Systems
_____		Emergency & Exit Lights
_____		Pool Bonding
_____		Service
_____		Sub-Panels
_____		Feeders
_____		Baseboard Heater
_____		Dryer Receptacle
_____	Range _____	Dishwasher _____ Garbage Disposal
_____	Heater _____	Central A/C Units
_____		Signs
_____		Survey Fee

Others: \_\_\_\_\_

Signature: \_\_\_\_\_  
Owner ( ) Contractor ( ) Owner Reresentative ( )

**BUILDING CODE OFFICIAL USE ONLY**

Plans Approved \_\_\_\_\_ Plans Approved with Comments \_\_\_\_\_

UCC Building Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Admin. Fee: \_\_\_\_\_

State Fee: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Code Official: \_\_\_\_\_ State Cert.# \_\_\_\_\_

Date Issued: \_\_\_\_\_

**ELECTRICAL CODE OFFICIAL USE ONLY**

Plans Approved \_\_\_\_\_ Plans Approved with Comments \_\_\_\_\_

UCC Electrical Fee: \_\_\_\_\_

Plan Review Fee: \_\_\_\_\_

Admin. Fee: \_\_\_\_\_

State Fee: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Code Official: \_\_\_\_\_ State Cert.# \_\_\_\_\_

Date Issued: \_\_\_\_\_

# MANOR



# BOROUGH

DEPT OF BUILDING AND ZONING  
44 Main Street, Manor PA 15665  
724-864-2525

PERMIT # \_\_\_\_\_

## ZONING PERMIT

*Application is hereby made for a Zoning Approval Permit*

DATE: \_\_\_\_\_

RECEIVED: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Telephone Nbr: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address and Location of Project / Work / Use: \_\_\_\_\_

Describe Work In Detail: \_\_\_\_\_

Est Cost: \$ \_\_\_\_\_ Size of Building: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Height and Type of Fence: \_\_\_\_\_ Use of Building: \_\_\_\_\_

**Please attach a survey or lot plan showing the location of any street, alley, storm/sewer easements, house, garage, decks, etc. Please show distance from all lot lines to proposed work, building, fence, garage, shed, wall, deck, etc.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***Make check payable to Manor Borough.***

### OFFICIAL USE

Copy of plans attached \_\_\_\_\_ Check # \_\_\_\_\_  \$100.00  Approved

Denied

Zoning Official \_\_\_\_\_ Date \_\_\_\_\_