



**ROSS TOWNSHIP**  
**1000 Ross Municipal Drive**  
**Pittsburgh, PA 15237**  
**Phone: (412) 931-7055 Fax: (412) 931-3508**

## DECK INSPECTION PROCEDURES

- Building permit must be posted on the work site and clearly visible from the road until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by Ross Township or Code.sys Code Consulting, Inc.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number, including the letter, to the secretary or inspector.

### THE FOLLOWING MINIMUM INSPECTIONS REQUIRE 24 HOUR NOTICE

1. **Footing inspection** - Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete.  
**Peg Russell, Code.sys Phone: (412) 821-0337, ext. 11**
2. **Framing inspection** - At the time of inspection all framing members must be visible. Such as floor joists, joist hangers, attachment to dwelling. (thru-bolts, lag bolts etc.).  
**Peg Russell, Code.sys Phone: (412) 821-0337, ext. 11**
3. **Electrical inspection** – If applicable.  
**Gene Meaner, Code.sys Phone: (412) 821-0337, ext. 39**
4. **Final inspection** - All railings, steps, handrails, guardrails, and decking shall be completed. Inspections #2 and #4 may be conducted at the same time, if all portions of the framing are visible (minimum 36' clearance under deck) upon completion of the deck.  
**Peg Russell, Code.sys Phone: (412) 821-0337, ext. 11**

Failure to comply with these minimum inspection requirements may cause your permit to be revoked and/or legal action to be filed.



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## DECK BUILDING PERMIT SUBMITTAL GUIDE

Please read this guide in full prior to submitting your building permit application. The following is a check list. You must have "checkmark" in all of the sections listed below prior to submitting your application.

- Completed occupancy/building permit application (Submit both pages, side one completed in full)
- Two (2) copies of survey or plot plan showing proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point. Please show proposed steps, if applicable, with same requirements.
- Two (2) sets of complete construction documents that **show in detail** code compliance for all of the work proposed to include **but not limited to** the following information:
  - Floor joist size, species and grade of wood.
  - Floor joist spacing (16" or center, 24" on center etc.).
  - Span of floor joist (clear distance between supports).
  - Attachment to existing structure (ledger board, thru-bolts or lag screws, with sizes and spacing). Please note that ledger board cannot be attached to brick or stone veneers.
  - Indicate ledger board flashing type.
  - Depth of post footing below finished grade (36" minimum).
  - Guardrail height from floor of deck (36" minimum). Handrail assemblies and guards shall be able to resist a single concentrated load of 200 pounds applied in any direction along the top, and have attachment devices and supporting structure to transfer this loading to appropriate structural elements.
  - Guardrail on stairs (34" minimum measured vertically from nose of tread).
  - Spacing of balusters. (maximum 4").
  - Stairs - Riser height and tread depth. (riser 8 ¼ " maximum, tread depth 9" minimum).
  - Stairs - Handrail height (from nose of tread, minimum 34", maximum 38").
  - Handrail for exterior stairs must provide graspability.
  - Width of stairs (36" minimum).
  - Landing required at base of exterior stairway.
- Separate electrical permit application is required for stairway illumination and/or outlets on deck.
- Provide copy of contractor's certificate of insurance verifying general liability and PA workers compensation insurance. An "Affidavit of Exemption" may be submitted in lieu of workers compensation insurance if contractor has no employees.

Ross Township will review plans submitted to determine code compliance within fifteen (15) business days of submittal. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped "approved" and the permit will be issued. **Please do not call the Township Offices asking if your permit has been reviewed. We will contact you. Permit applications are reviewed in the order they are received.**