



General Information for Residential Deck Permits

**Applications are available on the Town of Portland website
www.portlandct.org**

Please submit the following to the Land Use Department:

1. Completed Chatham Health District B100a Review Form (if applicable), Zoning Permit Application, and Building Permit Application, with applicable fees.
 2. A site plan to scale (request by emailing landuse@portlandct.org) showing deck location with distance to property lines; all structures on the property; and location of septic tank & leaching field (if applicable), and well (if applicable). There are setback requirements (if you are not sure of your zone go to Assessor Database on Town website) which can be found in Section 4.2.1 of the Zoning Regulations.
 3. Proof (pump-out report or receipt) that septic tank has been pumped within the last 3 – 5 years (if applicable).
 4. One set of construction plans showing location of all piers. Indicate all span distances and type and size of all material you propose to use. Also show side elevations with distances from the bottom of footings to the top of finished deck and guard rails.
 5. DCP Contractor License and Workers Compensation Insurance Certificate or Affidavit Waiver.
- If deck is 30" or more above grade, it must have guardrails with a minimum height of 36."
 - If stairs have four or more risers, a code-complying handrail on one side is required.
 - Pressure-treated or naturally decay-resistant wood is required. All fasteners and decking used must be compatible and non-corrosive.
 - All spans must comply with the 2018 Connecticut State Building Code for 40 psf live load.

- Steps or stairs must have a minimum inside width of 36", not including handrail. Risers must have a maximum height of 8 ¼." Treads must have a minimum depth of 9" nosing to nosing, which must be 3/4"-1 1/4" overhang.
- Footings are required when attached to a primary structure and must be a minimum of 42" below grade. Detached decks 600 sq. feet or less are not required to have frost-protected foundations or piers.
- Ledger to house and Flashing must meet code requirements.

Decks attached to swimming pools have more stringent requirements. Please see the pool package for details.

Owner or contractor is responsible for calling the Land Use Department to arrange all inspections. A 24-hour notice is recommended. **860-342-6727.**

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