

# Decks and Porches

## Permit Checklist:

- [Permit Application](#)
- Site Plan
- Construction Details
- Floor Plan
- Contractor Info/License or [Homeowner Declaration Form](#)

## Do I need a contractor?

- Owners who are an occupant of the property can apply for a permit. A [Homeowner Declaration Form](#) is required.
- If you plan on subcontracting work, the subcontractors must submit a [Subcontractor Form](#).
- Unlicensed contractors often attempt to secure owner-initiated building permits by stating that the property owner is personally providing his or her own labor and materials. This is one reason why you should always ensure that your contractor is licensed.
- If a contractor is doing the work, have the contractor apply for the required permits. You may protect yourself from possible liability if the contractor applies for the proper permit in his or her name

## Do I need a permit for a deck or porch?

All decks and porches require a building permit.

### Are there size limits?

The size of porches and decks is limited by restrictions on the overall amount of impervious surface (area that water can't pass through, such as structures, driveways, walkways, pools, etc.) that each lot can have. This limit is between 45% and 80% of lot area and varies by zoning district. For questions about your property's lot coverage limit, please contact the Development Department or refer to the [Space Dimensions Table in the Unified Development Ordinance](#).

### Are there location limits?

Open, unenclosed porches and decks (inclusive of staircases) on detached single-family residential lots can extend up to six feet over required front and rear setback lines and have to meet side setback requirements. Setback requirements vary by zoning district and can be found on the [Space Dimensions Table](#). In many cases, the required front setback has to be within the range of neighboring houses, rather than the setback required on the Space Dimensions Table. For additional information on these "contextual setback requirements", see Section 230-3 of the Unified Development Ordinance or contact the Development Department.

"Open, unenclosed" porches and decks include those that are covered, but do not include screened porches or enclosed sunrooms. Once a porch or deck is screened or enclosed, it can no longer extend up to six feet over required front or rear setbacks.

Porches and decks also cannot be located within 75 feet of a stream or within sewer, drainage, or power line easements.

### Permitting Information

Submit an application and all required documents to the Development Department via e-mail to [ChambleeDevelopment@chambleega.gov](mailto:ChambleeDevelopment@chambleega.gov), in person at the Development Department office, or use the [online portal](#).

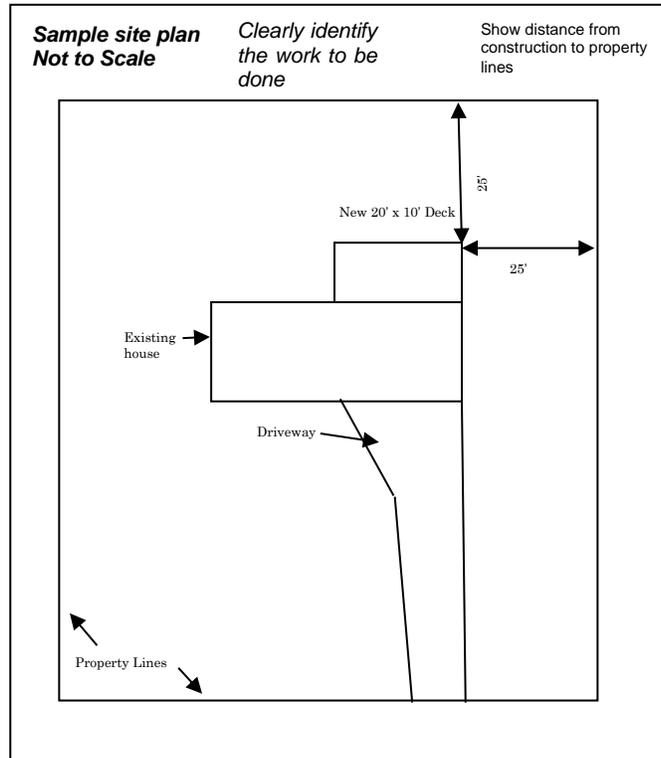
Permits are issued between 8:30am and 5:00pm Monday-Friday. The typical review time is five business days. Please contact us if you have any questions.

# What is a site plan and do I need one?

A site plan is a detailed drawing of your property showing property lines, existing structures and site features, and the location and dimensions of any proposed work. Site plans are often created by licensed surveyors, but in many instances can also be drawn by homeowners or contractors. All decks and porches require a site plan.

## Site Plan Requirements:

1. A survey may be required by the Development Department. Reasons may include the presence of stream buffers, lot coverage issues, or questions about setback accuracy. Many decks and porches site plans do not need to be prepared by a surveyor.
2. All site plans must accurately show the location of property lines, existing structures, lot size (acres or square feet) and site features (streams, easements, trees that may be impacted). See [Tree Removal Guide](#) for tree requirements.
3. The location of the proposed construction must be accurately shown, along with dimensions of the deck or porch and distances to property lines.
4. Existing and proposed lot coverage must be provided. Lot coverage includes all surfaces that water cannot go through, such as structures, decks, porches, patios, driveways, walkways, sidewalks, gravel, pools, etc.
5. An Erosion Control Measures Guide will be provided for guidance with silt fence and other measures.



# Construction details and floor plans

All porches and decks will require a building permit. Permit applications must include construction details, examples of which are available by request at [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov) or [on the Department's website](#).

## Inspection Information

### What will the building inspector look at?

**A typical accessory structure project will require the following inspections:**

1. Footings Footing inspections shall be made after trenches are excavated, forms erected, and PRIOR to placing of concrete.
2. Slab Inspection shall be made PRIOR to placing concrete.
3. Frame/Rough Inspection This inspection is made after the roof, all framing, bracing and fasteners are in place.
4. Final Inspection made AFTER the structure is completed.

**The Development Coordinator will let you know your projects' required inspections when the permit is issued.**

### How do I schedule a required inspection?

All requests for inspections must be made through the City's online portal. You will need the permit number and contractor access code to schedule an inspection. For contractors, this will be your contractor license number. For requestors not required to have a license, this will be your business license number. For homeowners doing their own work, this will be the street number in your address. To access the online portal and schedule an inspection click the following link:

<https://www.chambleega.com/157/Permits-Inspections>

**REMINDER: Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information we receive in the plans.**