



RESIDENTIAL DECK PERMIT APPLICATION
CITY of CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

Check all that apply: **NEW** **ADDITION** **REMODEL** **REPAIR**

Project Title

Property Address

Project Description

Total Construction Area (S. F.)	Decks (S. F.)	Porches (S. F.)	Total Construction Cost
Property Owner		Address	City, State, Zip
Telephone		Fax	Email

Contractor's Name

Contractor's Business Name	License Number
Mailing Address	City, State, Zip
Telephone	Email/Fax

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS BUILDING PERMIT. I UNDERSTAND THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

 Owner/Agent Signature

 Date

 Owner/Agent Printed Name

OFFICE USE ONLY

Date Received _____ Munis App # _____

BP

CITY OF CAPE GIRARDEAU RESIDENTIAL DECK PERMIT APPLICATION INFORMATION SHEET

Please read this information sheet in its entirety.

Development Services recently launched digital plan review. To take advantage of this service, email your completed application form to eplans@cityofcape.org; include a list of consultants who need view access to this project (name, company and email address). You will receive email notification to upload the supporting documentation. No paper submittal is required, but one set of plans will need to be printed after approval for the jobsite. For more information, visit www.cityofcape.org/eplans. There is no additional fee for digital plan review.

If you choose to submit by paper, submit the following items to the Development Services Department for review. If you choose to submit digitally, only one digital version of each item is required. Vector-based PDFs are preferred:

1. A completed residential deck permit application form.
2. Two copies of a site plan drawn to scale showing the location of all easements, set back distances, adjacent streets, drainage facilities, adjacent grades, property lines, North arrow, the proposed ADA compliant driveway and sidewalks (where applicable), the proposed new construction in relation to existing buildings and impervious surfaces.
3. Two complete sets of detailed plans drawn to scale detailing compliance with the following codes:
 - a. Cape Girardeau Zoning Ordinance
 - b. City of Cape Girardeau Ordinance No. 4702, dated June 1, 2015, adopting the following codes:

2015 International Residential Code	2015 International Mechanical Code
2015 International Plumbing Code	2015 International Fuel Gas Code
2009 International Energy Conservation Code	2014 National Electrical Code
2015 International Swimming Pool & Spa Code	
4. Foundation and soils report, where required.

Residential plans that are submitted for review are required to be complete. Complete residential plans shall include, but not be limited to, the following:

1. A completely dimensioned floor plan each floor level of the deck. The floor plan shall also show all proposed and existing doors and windows, proposed and existing adjacent driving and walking surfaces, and proposed and existing adjacent pools, buildings and other accessory structures.
2. A completely dimensioned foundation plan for the deck. The foundation plan shall show the size and location of all footings. It shall show the size and spacing of all anchor bolts, and location of holdowns. It shall show any special construction required by the structure or by any site conditions.
3. Floor framing plans shall show beam size; floor joist size, spacing; floor materials; fastener schedule; column location, size and height; and guard and handrail size and locations; size and spacing of fasteners if the deck is attached to the house, including bolts and lateral load devices.
4. Roof framing plans shall show rafter and ceiling joist size, spacing and extent, roof sheathing materials and nailing schedule, roof and ceiling beams and posts, and reference connection details on the plan. A roof plan showing all ridges, hips, valleys, crickets, etc. shall be part of the roof framing plans.

5. Provide a building section through the deck, indicating adjacent grades, height of deck above grade, floor height in relation to floor in the house, height and location of guards and handrails, and how the beams will be connected to the house and columns including fastener size and location and bracing when required.

The plans shall be drawn on standard sheets of paper i.e. 18 x 24 minimum. The plans are not required to be professionally drawn, but shall be legible enough to clearly indicate the intent of the designer. Provide as much information and details as necessary to clearly show what you propose to do. All information that will provide for a better understanding of your plans is important. **Any deviation from conventional light-frame construction as outlined in the 2015 International Residential Code shall require calculations by a licensed design professional.**

Submittals are subject to a minimum five (5) business days review process. Plan Review will not begin before the completed permit application form is submitted.