

Steps for completing and submitting a fillable form.

1. To complete the form online
 - a. Open the form you wish to submit
 - b. Complete the required fields (highlighted in red)
 - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
 - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - i. if accepted, you will be emailed an invoice to pay.
 1. If you wish to pay online, please follow the instructions in the email. As a reminder, all online payments have a 4% convenience fee added.
 2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
 - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
2. To complete the form manually
 - a. Download the form you wish to submit
 - b. Complete the required fields (highlighted in red). **All required fields must be completed to process the form.**
 - c. Sign the form.
 - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - i. if accepted, you will be mailed an invoice to pay.
 1. If you wish to pay online, please follow the instructions on the invoice. As a reminder, all online payments have a 4%convenience fee added.
 2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
 - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.



106 Dorman Street

Harrington, DE 19952

(302) 398-3530

DATE:

PERMIT NO.

DECK / RAMP PERMIT APPLICATION

Property Owner:

Property Address:

Property Owner Phone

Email:

Map/Parcel:

Zoning:

Contractor Name:

Contractor Address:

Contractor Phone

Email:

City of Harrington Contractor License No.

(Note - ALL decks / ramps require plan submission for review prior to approval - see below)

Type of Project: Deck: Ramp:

Construction Type: Wood: Composite: Metal:

Size:

Estimated Cost of Project: \$

Applicant's Certification: By completing this application, the applicant hereby certifies as follows under penalty of perjury: (1) I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized to by the owner to make this application as their agent; (2) That the information on this application (and construction documents) provides full disclosure and is accurate to the fullest extent possible; and (3) That the information contained in the application and construction documents is in compliance with all applicable covenants or deed restrictions.

Applicant's Signature:

Date:

Applicant Printed Name:

Upload the required construction documents below

Office Use Only

Building Official Permit

Date

Fee \$



REQUIRED DOCUMENTS:

_____ 2 Sets of Construction Plans

Architectural & Structural Details Indicating:

- Cross Elevation and Birds Eye View with the following details indicated:
 - Overall dimensions of deck / ramp including height from finished grade.
 - Size of footers (width & depth), size and location of piers (if applicable)
 - Framing details including ledger board size and attachment details to house
 - Joist sizes, spacing & length
 - Beam size, location, length and attachment to posts
 - Post sizes and spacing
 - Type of decking material
 - Handrail and railings height, type, and spacing of balusters, width of handrail
 - Step locations on deck including width, height of risers, depth of treads, type and spacing of balusters
 - Wood species

_____ 2 Site Plans

Indicating: Size and Location of proposed deck/ramp, existing structures and distance from lot lines.

Note-

1. Ramp Slope Requirements

- Ramps shall have a maximum slope of one unit vertical in twelve units horizontal (8.3 % slope). Where it is technically infeasible to comply with a 1:12 slope because of site constraints, ramps may have a maximum slope of 1:8 (12.5%). If this is the case, **it must be shown on the plans submitted at time of application.** If this slope cannot be obtained, then an on-site meeting must be held to discuss options, prior to submission of permit application.

2. Landing Requirements

- A minimum 3-foot-by-3-foot landing shall be provided:
 1. At the top and bottom of ramps.
 2. Where doors open onto ramps.
 3. Where ramps change direction.