



ORANGE VILLAGE BUILDING DEPARTMENT  
4680 LANDER ROAD  
ORANGE VILLAGE, OH 44022  
Phone: 440-498-4405 Fax: 440-287-5150  
Hours: Monday – Friday 8:30am – 4:30pm

### **DECK PROCEDURES**

When submitting plans for a deck, the following is required:

- Three (3) site plans
- Three (3) sets of construction drawings
- Completed Applications – (Building Permit form) & application for Planning & Zoning/ABR if applicable
- Plan Review Fee \$200.00 if applicable
- Approval of the Planning & Zoning/Architectural Review Board

The site plan must contain:

- Show location of deck with set-back to all property lines

Construction drawings:

- Drawing to scale (preferably 1/4 scale) with full dimensions indicating post locations, size of deck, beams, joists and decking section depicting footer, posts, beam and joists

*If applicable, include:*

- Railing detail
- Step detail
- Connection to house
- Trellis, pergola, planters
- Material and/or color schedule

Also provide: Photograph(s) of the house at the new deck location

An open deck can ordinarily be installed only on the rear of dwellings because of zoning regulations. Required side yard setbacks vary according to the zoning district and lot width.

All drawings **must** be received by the Building Department two (2) weeks prior to the scheduled Planning & Zoning Meeting. Planning & Zoning meetings are held twice a month, on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month, beginning at 6:30pm. Approval from 'Homeowners Association' is necessary, if applicable. Should approval of plans be denied, revised plans must be resubmitted (still allowing an additional 2 weeks for review). \*\* In order for the plans to be reviewed at the Planning & Zoning meeting, a *representative MUST be present* \*\* ***It is strongly encouraged that both the homeowner and the contractor be present at the PZ/ABR meeting.***

After the project is approved by the PZ/ABR Commission, a permit may then be obtained.

**Inspections:** Please call Orange Village (440-287-5132) to arrange for the following inspections: Post Hole, Frame & Final.

**All Contractors must be registered.** General Contractors must also submit the names and phone numbers of their subcontractors before they obtain a permit. Contractor Registration forms are available at the Building Department, or online at: [www.orangevillage.com](http://www.orangevillage.com).

Contractors are responsible for compliance with the current edition of the Residential Code of Ohio and all other applicable Village Ordinances.



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