

TOWN OF MIDDLETON  
**Remodeling & New Addition**  
***Permit Information***

Note: Several pages in this packet are double sided – please check both sides of each page.

**REMODELING REQUIREMENTS INCLUDE:**

- Completion of an EROSION CONTROL PLAN if an addition.
- Installation of an EROSION FENCE and inspection of the fence before a building permit will be issued for additions.
- Driveway Permit Application for all New Driveways or Culverts.
- Building Permit Application.
- Zoning Permit for Additions.
- Submission of a copy of the recorded plat or CSM, deed restrictions or any other restrictions that could impact building placement on the lot with the building permit application.

**TOWN HALL OFFICE HOURS:** 7555 West Old Sauk Road, Verona, WI 53593

Monday-Thursday: 8:00 am to 4:00 pm

Friday: 8:00 am to noon

Town Hall Phone 608-833-4346

Town Hall FAX 608-833-8996

Dane County Zoning Permits 608-266-4266

**Inspector hours are:**

Monday – Thursday 7:00 am to 3:30 pm

**APPLICATIONS TO BE DROPPED OFF OR MAILED TO:**

Middleton Town Hall  
7555 West Old Sauk Road  
Verona, WI 53593

**FOR ALL INSPECTION REQUESTS\* CALL 833-4346 (W) or 843-8996 (C)**

When calling for inspection please provide:

- property address
- type of inspection requested

*\*You are responsible for calling the inspector for required inspections at given phases of your project.*

*\*The Town of Middleton does not review or enforce private covenants and restrictions. You are advised to research land records to determine if your planned activity is in compliance with any such covenant or restriction.*

# Important Information

## Erosion Control

- Install all erosion fencing **BEFORE** any excavation work is started.
- **NO** inspections will be done until a permit is posted and erosion fence is installed

## Driveway Construction

- Comply with all Driveway Ordinances as per Driveway Permit Application

## Dwelling Contractor "Qualifier" Certification **AND** Dwelling Contractor Certification

- **BOTH** certifications are required to obtain building permits for work on one and two family dwellings. (effective 1/1/2008)

## NEW LEAD SAFE RENOVATION REQUIREMENTS

Lead Safe Work Practices are administered by the WI Department of Health and are to be used on all pre-1978 target housing (mainly residential) and child occupied facilities.

**Beginning April 22, 2010 a certified Lead SAFE RENOVATOR will need to be present on the job when work is done to Pre-1978:**

- Residential property
- Day care centers and kindergartens
- Whenever more than 6 sq ft on the interior or 20 sq ft on exteriors are disturbed

The new requirements include

- One person from each crew be trained in a one day Lead Safe Renovator Course
- Use of a HEPA Vacuum
- Cleaning Verification

*Every person on the crew will need to be trained as a Lead Safe Worker or Renovator and one person certified on HUD funded Lead Safe rehabilitations.*

Direct questions to State of WI, Department of Health Services, Division of Public Health, Asbestos and Lead Certification Program - 608-261-6876 or research at [www.dhs.wisconsin.gov/lead](http://www.dhs.wisconsin.gov/lead)

Wisconsin Division of Safety and Buildings  Wisconsin Stats. 101.63, 101.73	<b>WISCONSIN UNIFORM BUILDING PERMIT APPLICATION</b>  Instructions on back of second ply. The information you provide may be used by other government agency programs [(Privacy Law, §. 15.04 (1)(m))]	Application No. _____  Parcel No. _____
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**PERMIT REQUESTED**     Constr.    HVAC    Electric    Plumbing    Erosion Control    Other:

Owner's Name	Mailing Address		Tel.
Contractor Name & Type	Lic./Cert#	Mailing Address	Tel. & Fax
Dwelling Contractor (Constr.)			
Dwelling Contr. Qualifier	The Dwelling Contr. Qualifier shall be an owner, CEO, COB or employee of the Dwelling Contr.		
HVAC			
Electrical			
Plumbing			

**PROJECT LOCATION**    Lot area    Sq.ft.     One acre or more of soil will be disturbed    \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, of Section \_\_\_\_\_, T \_\_\_\_\_, N, R \_\_\_\_\_ E (or) W

Building Address \_\_\_\_\_    Subdivision Name \_\_\_\_\_    Lot No. \_\_\_\_\_    Block No. \_\_\_\_\_

Zoning District(s) \_\_\_\_\_    Zoning Permit No. \_\_\_\_\_    Setbacks:    Front \_\_\_\_\_ ft.    Rear \_\_\_\_\_ ft.    Left \_\_\_\_\_ ft.    Right \_\_\_\_\_ ft.

<b>1. PROJECT</b> <input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Raze <input type="checkbox"/> Addition <input type="checkbox"/> Move <input type="checkbox"/> Other: _____	<b>3. OCCUPANCY</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Garage <input type="checkbox"/> Other: _____	<b>6. ELECTRIC</b> Entrance Panel Amps: _____ <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <b>7. WALLS</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Steel <input type="checkbox"/> ICF <input type="checkbox"/> Timber/Pole <input type="checkbox"/> Other: _____	<b>9. HVAC EQUIP.</b> <input type="checkbox"/> Furnace <input type="checkbox"/> Radiant Basebd <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other: _____	<b>12. ENERGY SOURCE</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: none;"></td> <td style="border: none;">Fuel</td> <td style="border: none;">Nat Gas</td> <td style="border: none;">LP</td> <td style="border: none;">Oil</td> <td style="border: none;">Elec</td> <td style="border: none;">Solid</td> <td style="border: none;">Solar</td> </tr> <tr> <td style="border: none;">Space Htg</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;">Water Htg</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Fuel	Nat Gas	LP	Oil	Elec	Solid	Solar	Space Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Htg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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<b>2. AREA INVOLVED (sq ft)</b> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: none;"></td> <td style="border: none;">Unit 1</td> <td style="border: none;">Unit 2</td> <td style="border: none;">Total</td> </tr> <tr> <td style="border: none;">Unfin. Bsmt</td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="border: none;">Living Area</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="border: none;">Garage</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="border: none;">Deck</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="border: none;">Totals</td> <td></td> <td></td> <td></td> </tr> </table>		Unit 1	Unit 2	Total	Unfin. Bsmt				Living Area				Garage				Deck				Totals				<b>4. CONST. TYPE</b> <input type="checkbox"/> Site-Built <input type="checkbox"/> Mfd. per WI UDC <input type="checkbox"/> Mfd. per US HUD	<b>5. STORIES</b> <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other: _____ <input type="checkbox"/> Plus Basement	<b>8. USE</b> <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other: _____	<b>10. SEWER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> Sanitary Permit# _____	<b>11. WATER</b> <input type="checkbox"/> Municipal <input type="checkbox"/> On-Site Well	<b>13. HEAT LOSS</b> _____ BTU/HR Total Calculated Envelope and Infiltration Losses (available from "Total Building Heating Load" on Rescheck report)	<b>14. EST. BUILDING COST w/o LAND</b> \$ _____
	Unit 1	Unit 2	Total																												
Unfin. Bsmt																															
Living Area																															
Garage																															
Deck																															
Totals																															

I understand that I am: subject to all applicable codes, laws, statutes and ordinances, including those described on the reverse side of the last ply of this form; subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. If one acre or more of soil will be disturbed, I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and the owner shall sign the statement on the back of the permit if not signing below. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.  
 I vouch that I am or will be an owner-occupant of this dwelling for which I am applying for an erosion control or construction permit without a Dwelling Contractor Certification and have read the cautionary statement regarding contractor responsibility on the reverse side of the last ply of this form.

**APPLICANT (Print):** \_\_\_\_\_    **Sign:** \_\_\_\_\_    **DATE** \_\_\_\_\_

**APPROVAL CONDITIONS**    This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.     See attached for conditions of approval.

**ISSUING JURISDICTION**     Town of    Village of    City of    County of    State →    State-Contracted Inspection Agency#: \_\_\_\_\_    Municipality Number of Dwelling Location: \_\_\_\_\_

<b>FEES:</b>	<b>PERMIT(S) ISSUED</b>	<b>WIS PERMIT SEAL #</b>	<b>PERMIT ISSUED BY:</b>
Plan Review    \$ _____	<input type="checkbox"/> Construction		Name _____
Inspection    \$ _____	<input type="checkbox"/> HVAC		Date _____ Tel. _____
Wis. Permit Seal    \$ _____	<input type="checkbox"/> Electrical		Cert No. _____
Other    \$ _____	<input type="checkbox"/> Plumbing		
Total    \$ _____	<input type="checkbox"/> Erosion Control		

TOWN OF MIDDLETON  
7555 WEST OLD SAUK ROAD  
VERONA, WI 53593

TEL: (608) 833-5887 FAX: (608) 833-8996

**INSTRUCTIONS for Wisconsin Uniform Building Permit Application - Please type or use ink.**

The Owner, builder or agent shall complete the application form down through the Signature of Applicant block, submitting it and building plans and specifications to the enforcing municipality. Permit application data is used for statewide statistical gathering on new one- and two-family dwellings, as well as for local code administration.

**PERMIT REQUEST**

- Check the type of Permit Requested: Construction, HVAC, Electrical, Plumbing, Etc.
- Fill in the owners current Mailing Address and Telephone Number
- If the project will disturb one acre or more of soil, the project is subject to the additional erosion control and storm water provisions of ch. NR 151 of the WI Administrative code. Checking this box will satisfy the related notification requirements of ch. NR 216.
- Fill in Contractor and Contractor Qualifier Information. Per s. 101.654 (1) WI Stats., an individual taking out an erosion control or construction permit shall enter his or her dwelling contractor certificate number and certificate number of the dwelling contractor qualifier employed by the contractor, unless they reside or will reside in the dwelling. Per s. 101.63 (7) Wis. Stats., the master plumber name and license number must be entered before issuing a plumbing permit.

**PROJECT LOCATION**

- Fill in building address (number and street or sufficient information so that the building inspector can locate the site.)
- Local zoning, land use and flood plain requirements must be satisfied before a building permit can be issued. County approval may be necessary.
- Fill in Zoning District, lot area and required building setbacks.

**PROJECT DATA**

- Fill in all numbered project data blocks (1-14) with the required information. All data blocks must be filled in, including the following:
  2. Area (involved in project):
    - Basements – include unfinished area only.
    - Living area – include any finished area including finished areas in basements.
    - Two-family dwellings – include separate and total combined areas.
  3. Occupancy – Check only ‘Single Family’ or Two-Family’ if that is what is being worked on. Do NOT check either of these two blocks if only a new detached garage is being built, even if it serves a one or two family dwelling. Instead, check ‘Garage’ and number of stalls. If the project is a community based residential facility serving 3 to 8 residents, it is considered a single-family dwelling.
  9. HVAC Equipment – Check only the major source of heat, plus central air conditioning, if present. Only check ‘Radiant Baseboard’ if there is no central source of heat.
  10. Plumbing – A building permit cannot be issued until a sanitary permit has been issued for any new or affected existing private onsite wastewater treatment system.
  14. Estimated Cost – Include the total cost of construction, including materials and market rate labor, but not the cost of land or landscaping.

**SIGNATURE** – Sign and date the application form. If you do NOT possess the Dwelling Contractor certification, then you will need to check the owner-occupancy statement for any erosion control or construction permits.

**CONDITIONS OF APPROVAL** – The Town of Middleton, having jurisdiction, will use this section to state any conditions that must be complied with pursuant to issuing the building permit.

**ISSUING JURISDICTION:** - This area will be completed by the authority having jurisdiction.

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## ***BUILDING PERMIT NOTES***

- 1) By law, all permit and inspection activities must be undertaken by a Certified Building Inspector. No other Town employee is authorized by law to undertake activities related to building permits or inspections.
- 2) The Town of Middleton has adopted the State of Wisconsin Uniform Dwelling Code.
- 3) The Building Inspector is in the Town Hall located at 7555 West Old Sauk Road Monday – Thursday 8:00 -9:00 AM.
- 4) The issuance of most building permits must be preceded by the issuance of a Dane County Zoning Permit. The Zoning Permit is issued by the Dane County Planning & Development Department located in Room 116 of the City/County Building, telephone number (608) 266-4266.
- 5) The Town of Middleton assesses double permit fees to any individual who proceeds without a proper Building Permit. A Building Permit must be issued prior to any construction work, including ground disturbance activities.
- 6) No building activity may occur until a driveway permit has been issued and the driveway installed, including culvert if required.
- 7) All building and landscaping activities must be confined to the lot or area for which the building permit has been issued. No construction activity may occur on any adjoining property.
- 8) The Town of Middleton Building Code includes erosion control measures. An Erosion Fence must be installed and inspected before a building permit will be issued for new homes and additions. The Town considers erosion control a very important component of appropriate construction activities. Contractors are reminded that a lack of appropriate erosion control measures is the basis for citations, fines and forfeitures or revocation of a Building Permit. Contractors are responsible for conducting a site inspection on at least a weekly basis and within 24 hours of any rainfall of ½ inch or more.
- 9) The construction of a new residential building is subject to the final inspection by the Building Inspector and the issuance of an Occupancy Permit. No one may occupy a new residential building or move personal belongings into a residential building without a properly issued Occupancy Permit or approval from the Building Inspector.
- 10) The Town of Middleton requires all contractors applying for a Building Permit to provide proof of registration with the Department of Commerce and proof of liability insurance (Wisconsin Administrative Code requirement).
- 11) The Town requires a copy of the homeowner's driver license as a part of the permit application to properly issue and file a building permit violation citation if needed.
- 12) The Town requires a minimum 4' high fence around all swimming pools or a mechanical cover that will support 250 pounds.
- 13) The issuance of any Building Permit for commercial purposes requires the approval of the Town Plan Commission and the Town Board. Applicants for a Commercial Building Permit should consider the timing of such approvals when contemplating construction.
- 14) Contractors must dispose of construction waste and materials properly. Construction waste may not be dumped in ditches or adjacent properties. Contractors are responsible for maintaining the construction site free from litter.
- 15) Any potential complaint or grievance regarding building permit or inspection activities in the Town of Middleton must be made in writing to the Town Administrator at the address listed above.

DUE TO THE ENVIRONMENTAL, AND HUMAN HEALTH PROBLEMS ASSOCIATED WITH MERCURY, THIS COMMUNITY AND DANE COUNTY ENCOURAGE THE RECYCLING OF OLD THERMOSTATS.

PLEASE RECYCLE OLD MERCURY THERMOSTATS AT ONE OF THE FOLLOWING LOCATIONS:

DANE COUNTY CLEAN SWEEP  
(May to October only)

2302 Fish Hatchery Road  
(608) 294-5366

FIRST SUPPLY MADISON

6800 Gisholt Drive

GUSTAVE A. LARSON CO.

4537 Pflaum Road

MADISON GAS & ELECTRIC

133 S. Blair Street

WARREN HEATING AND AIR COND.

916 Williamson Street

For more information, contact John Reindl, Dane County Recycling Manager at 267-8815

(Part of Ply 4 for Applicants)

**Cautionary Statement To Owners Obtaining Building Permits**

101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under s. 101.654 (2) (a), the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and two- family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

**Additional Responsibilities for Owners of Projects Disturbing One or More Acre of Soil**

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Registration with the State Department of Commerce

Effective July 1, 2009 all building contractors must register with the Department of Commerce if their work is regulated under any of the Commerce codes affecting commercial buildings, places of employment, one- and two- family dwellings, and public swimming pools. Registrations can be done via the Internet. Those done via mail or in person will have an additional processing fee. There are no exams or education prerequisites for the registration.

- A contracting business will need the registration to do most types of building construction work, to obtain building permits, to provide bids or contracts, or to work as a subcontractor.
- Individual employees of contractors will not need this registration, nor will someone who is working on property they or their employer owns or leases. Individual licenses, certifications, etc., may be needed under other state codes or municipal ordinances.
- Businesses that currently hold one of nine business credentials issued by the Safety and buildings division of the Department of commerce, such as dwelling contractor certifications, elevator, or HVAC contractor registrations, do not need the new registration.

In part, the registration was adopted to help consumers and local and state agencies better identify businesses that work in construction.

Registration allows contractors to get more information on codes and about safety and health practices. Contractors voices should be heard in discussions about construction regulations. More information will help contractors know their responsibilities in terms of taxes, worker's compensation insurance, and unemployment insurance. Some contractors are not following those regulations, which leads to unfair competition.

The Safety and Buildings Division has a Building Contractor Program web page that provides more information and via which contractors can now register:

<http://commerce.wi.gov/SB/SB-BuildingContractorProgram.html>

A list on that site identifies most of the business types that need to register.

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## **Inspection Procedures for New Single Family Homes and Additions**

**You are responsible** for calling the inspector for the required inspections at the given phases of your project when a building permit is issued. These inspections can be requested by calling (608) 833-5887 during scheduled office hours. In order to save trips to the job site, please plan for multiple inspections to be scheduled simultaneously whenever possible.

For your information, building codes allow 48 working hours (except for the final inspection) for these inspections to be accomplished by the inspector. We will make every effort to respond sooner. The following inspections are normally required:

1. A footing inspection. (Bleeder drain tiles @ 8'0" on center required on new construction.)
2. A foundation inspection after wall has been poured with exterior drain tile in place prior to backfilling. (On a small addition with frostwalls, the footing and foundation inspections may be combined.)
3. An under floor plumbing inspection. The state plumbing code requires a 10'0" head of water held for 15 minutes for a water test and 3 PSI of air pressure held for 15 minutes for an air test. Both tests need to be done in the presence of the inspector.
4. A temporary or permanent electrical service inspection. This service must be inspected, approved, and released by the inspector prior to the local utility company energizing the system.
5. The rough construction, electrical, plumbing, and heating inspection (may be done at the same time (prior to covering up the work.
6. An insulation inspection, prior to the installation of drywall or other wall finish materials.
7. A final inspection prior to moving personal belongings in and/or occupying the new space.
8. A driveway and culvert inspection. Non-compliance shall result in the removal or modification of the driveway, culvert, and/or culvert end treatment.

We appreciate your assistance in assuring that these inspections are requested and in arranging for access to inspect all the work for proper code compliance. We look forward to working with you to achieve a structurally sound outcome to your project!

### Deck Information and Requirements

21.04(2)(a)5.

- All decks with height of more than 24" are required to have guardrails with a height of not lower than 36". Spindles are also required with a spacing of not less than 4" between spindles.

#### 2. STAIR DETAILS:

- Width - Stairs shall measure at least 36" inches in width. Handrails and associated trim may project no more than 4 1/2 inches into the required width at each side of stairs.
  - Treads and Risers - Excepts for spiral stairs and winders, risers may not exceed 8" inches in height, measured vertically from tread to tread. Treads shall not be at least 9" inches wide measured vertically from tread to tread. Treads shall be at least 9" inches wide measured horizontally from nosing to nosing. Note: This means the first tread wide measured horizontally from nosing to nosing. Note: This means the first tread wide measured horizontally from the deck and the last tread stepping down to the ground must be stepping down from the deck and the last tread stepping down to the ground must be uniform with other steps. Beware of the pre-cut stringers (steps) that you can purchase from your local retail center they might not meet code on the bottom step.
  - Variances - Within individual stairways, tread widths and riser heights may vary in uniformity by a maximum of 3/8" of an inch.

#### 3. HANDRAILS AND GUARDRAILS:

Handrails or guardrails shall be provided on all open sides of stairs consisting of more than 3 risers and on all open sides of that are elevated more than 24 inches above the floor or exterior grade. Handrails and guardrails shall be constructed to prevent the through passage of sphere with a diameter of 4 inches or larger. Handrails and guardrails shall be designed and constructed to withstand a 200-pound load applied in any direction. Exterior handrails and guardrails shall be constructed of metal; decay resistant or pressure treated wood, or shall be protected from the weather.

#### 4. HEIGHT:

Handrails shall be located at least 30 inches, but no more than 38 inches above the nosing of the treads. Handrails also must be graspable, see attached sheet for examples. Measurements shall be taken from the hard structural beneath any finish material to the top of the rail. Variations in uniformity are allowed only when a rail contacts a wall or newel post or where a turnout or volute is provided at the bottom steps.

#### 5. FOOTINGS:

Decks that are fastened to the house are required to have footing. Footing must be 48" in depth and can be round or of a block design. Design footing for anticipated load such as future roof. Decks that are free standing and not attached to the house may set on concrete piers and must be properly cross-braced. Concrete piers shall be located on undisturbed or compacted soil, free of organic material (Black Dirt)

3004-App-47

### HANDRAIL SHAPES

