



# PERMIT GUIDE FOR Decks



## Overview

This guide was developed to help direct you through the permit application process to build a deck. Utilize the information below and the reference material provided on the following pages as you prepare your deck application.

### Fees

The application fee for a deck permit can be found on the Village of Pinehurst Fee Schedule, is auto-calculated when applying online, or can be obtained by calling the Planning Department.

### Application Requirements

- Completed application
- Permit fees
- Submit a set of plan(s) of sufficient clarity to indicate where the proposed deck will be located and its dimensions.
- Submit a site plan or sketch plan showing location of the proposed deck in relation to existing structures and property/lot lines.
- A homeowner or contractor can apply and submit the required plans
  - Professional drawn plans are not required, but all plans must be legible.
  - Plans may be hand drawn or computer generated. Staff has provided an example of a site plan using Microsoft Word.

### Application Process

- A complete application is submitted by the applicant through the Village of Pinehurst Online Permitting Portal.
- The building and zoning staff will examine the deck application and plans.
- If the application and plans for the proposed deck conform to both the building code and the Pinehurst Development Ordinance (PDO), a development permit will be issued.
  - If the application and plans are insufficient or do not conform to the building code or PDO requirements the applicant will be notified and comments will be provided.
- Once any permit is issued the permit is valid for 12 months and it is the applicant's responsibility for calling in for inspections.
  - Inspection Hotline 910-295-3192
  - Or inspections can be requested within the online permit center.

### Have Questions or Need Help?

If you have questions regarding your deck project, please contact the Planning Department or Building and Inspections Department at 910-295-1900.

*Please note: Staff cannot assist in locating private property lines.*



# Requirements

## Special Zoning Setback Requirements

- Decks attached to the primary structure may encroach up to five feet into the side and rear setbacks. See section 9.1.E(h) of the PDO.
- This does not apply to properties adjacent to a lake or golf course, which have specific setbacks based on the zoning of the property.
- Detached decks or floating decks are considered accessory structures and their setbacks would be regulated by the dimensional requirements for accessory structures listed in section 9.2 of the PDO.



## Plan Requirements

The submitted deck plans need to include the following:

- Post Hole Layout – the post hole layout shall include dimensions between each post and the distance between post holes and the existing dwelling (if attached).
- Framing Plan – the framing plan shall include: ledger size; bolting type and method; floor joist size; span; spacing; beam(s) size and attachment method to posts; and overall deck dimensions.
- Deck Elevation – The deck elevation shall show the height of the deck floor surface from the adjacent grade. If the deck is 30 inches or greater from the adjacent grade, a guardrail system shall be shown on the plans. Guardrails shall be 36 inches high.
- Stair Details – The plans shall show a typical stair detail. For specifications and building code requirements, please contact a Village of Pinehurst building inspector.
- Material List – include a material list that includes the number and sizes of all materials used in the construction of the proposed deck.

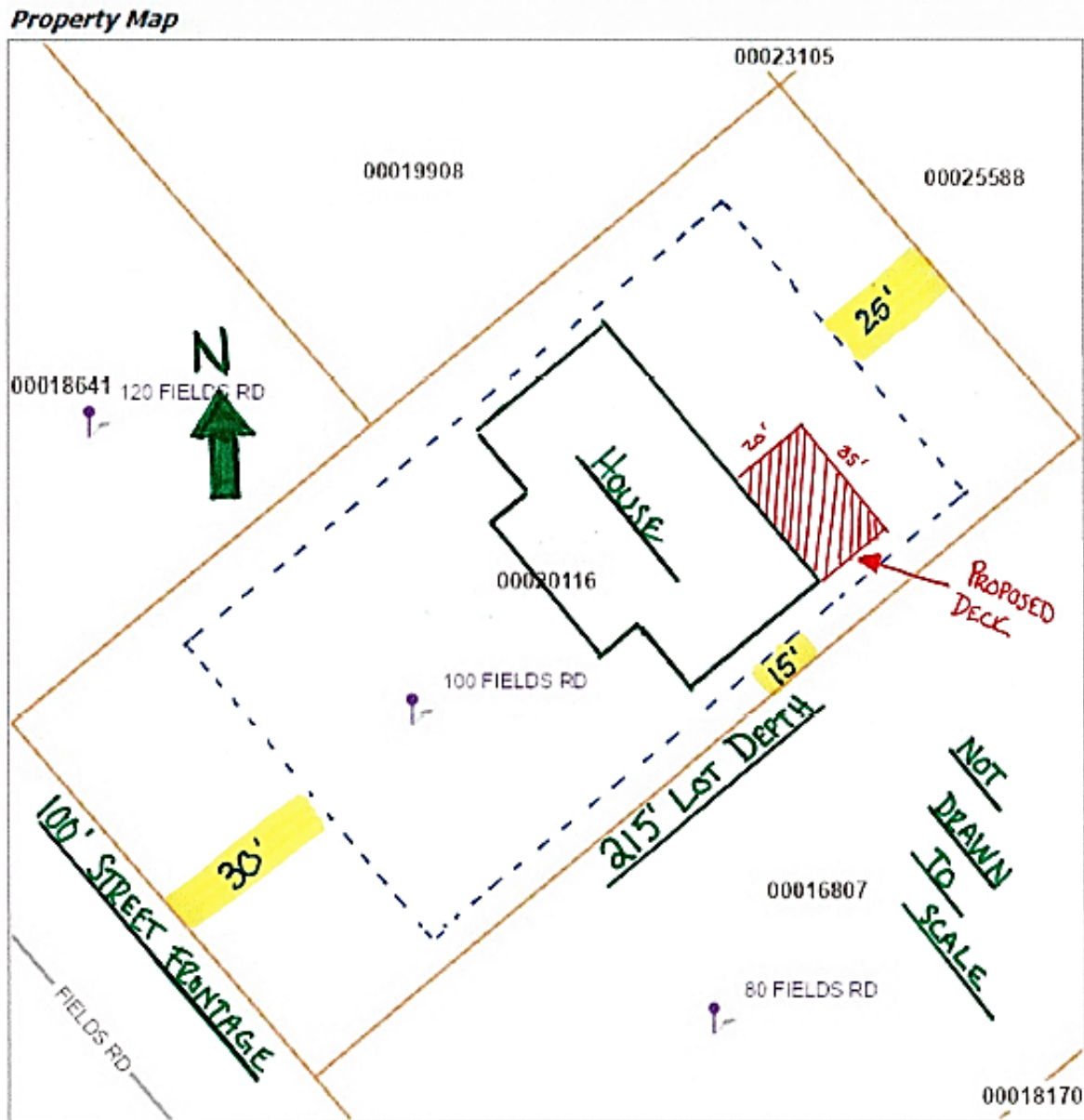
## Inspection Requirements

- Footing – After the excavation of the post holes. Prior to placement of concrete and the start of the framing.
- Framing – Before the installation of the deck floor boards. After the installation of all structural framing members (ledger, floor joists, beams, posts).
- Final Inspection – After the completion of the deck. All stairs, handrails, and guardrails shall be inspected.
- In addition to the building inspections there will also be a final zoning inspection performed by a planning staff.

# Examples

## Example Site Plan

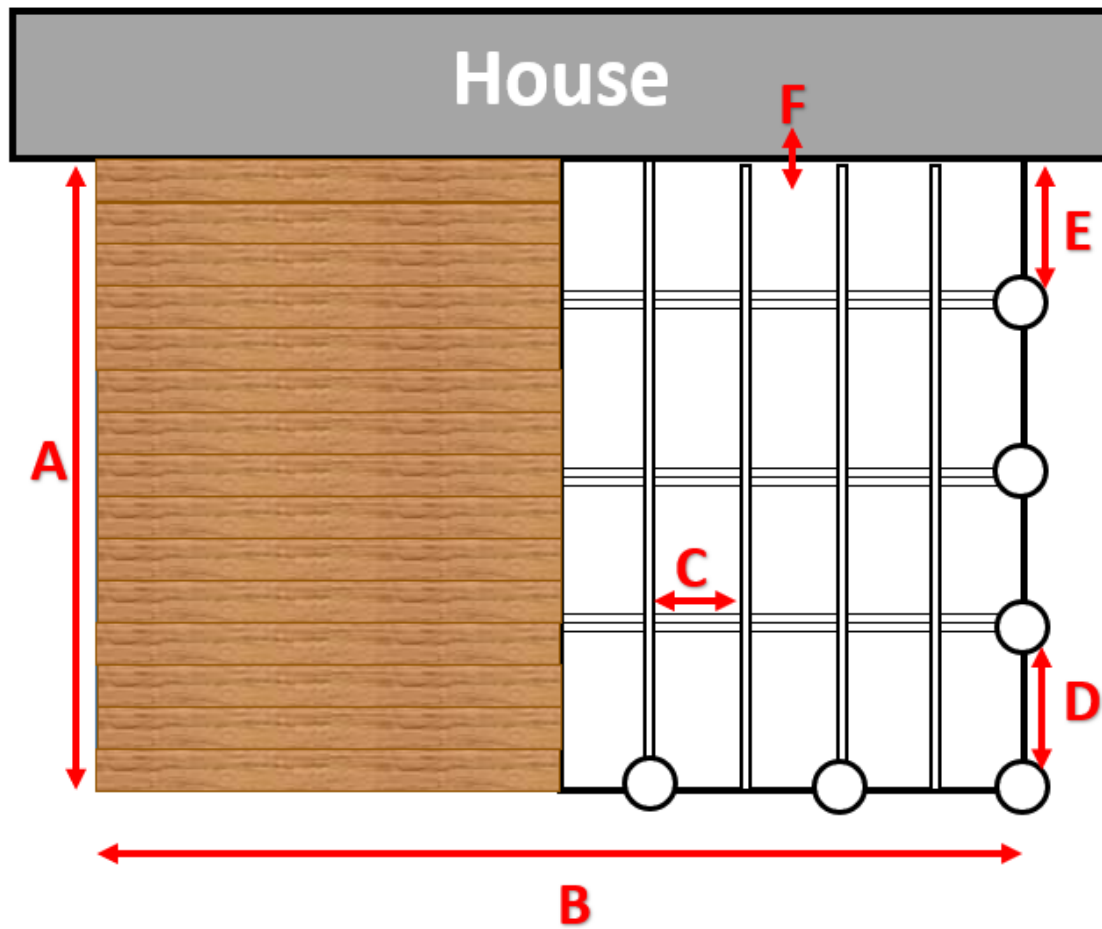
- Hand-drawn
- Used Moore County GIS as a map template
- [https://gis.moorecountync.gov/ConnectGIS\\_v6/Map.aspx?p=Moore\\_mgd](https://gis.moorecountync.gov/ConnectGIS_v6/Map.aspx?p=Moore_mgd)



## Examples

### Post Layout and Framing Plan Example

- Plans can be sketches or computer generated
- This plan was created using Microsoft Word

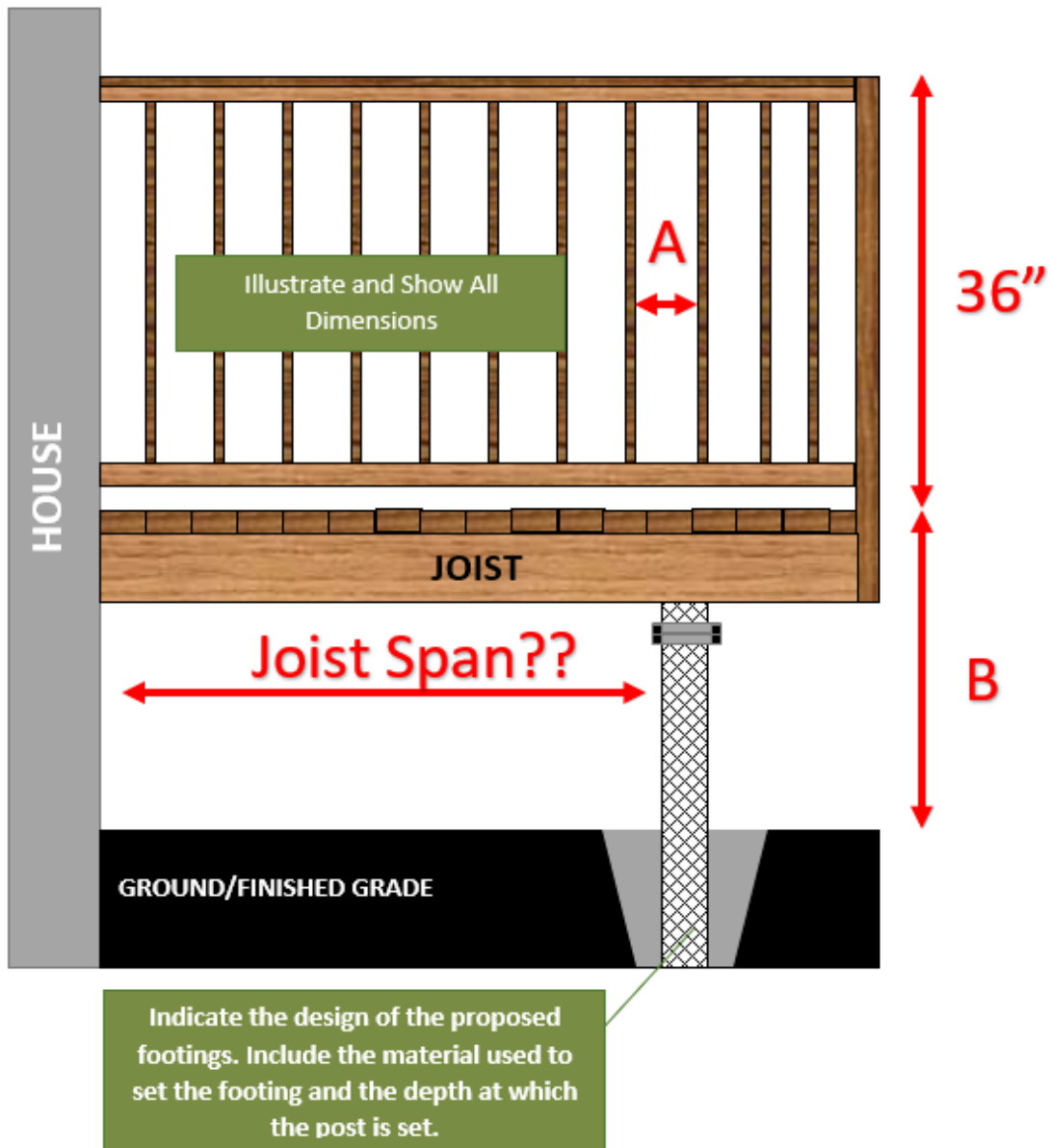


#### LEGEND

- A. Distance from house to furthest extent of deck
- B. Width of the entire deck
- C. Distance between joist
- D. Distance between posts (show all)

## Deck Elevation Plan Example

- Plans can be sketches or computer generated
- This plan was created using Microsoft Word



### LEGEND

- A. Distance between baluster posts
- B. Height above grade/ground level

## Examples

### Material List Example

#### Rough Framing/Below Decking Materials Example

- (10) 2x6x10 Foot CCA Treated Floor Joist
- (2) 2x6x12 Foot CCA Treated Band Boards
- (2) 2x8x12 Foot CCA Treated Beam and Posts
- (1) 6x6x12 Foot CCA Treated Posts – cut into 2 lengths
- (5) 80lb. Bags Concrete Mix – Piers and Posts
- (6) ½ inch x 8 inch Carriage Bolts – Bolts for Band and Board at House
- (4) ½ inch x 6 inch Carriage Bolts – Bolts for Beam and Posts
- (10) 2x6 Single Joist Hangers – Attach Joist to House Band
- (1) Box Galvanized Joist Hanger – Nails Attach Joist Hangers
- (16) CC Galvanized Ringed Nails – Nail Joists, Beams, Etc.
- 2½ inch Galvanized Screws – Decking Screws

#### Decking and Railing Materials

- (22) 5/4x6x12 CCA Decking Deck Boards
- (64) 2x2x42 inch CCA Pickets Railing Pickets
- 32 Linear Feet 2x6 Railing

## Other Important Information

### Best Practices

- Review the PDO section on decks ([www.vopnc.org/pdo](http://www.vopnc.org/pdo)).
  - Section 9.1 and Section 9.2 Dimensional Table (Accessory Structures when not attached)
  - [https://codelibrary.amlegal.com/codes/pinehurst/latest/pinehurst\\_nc\\_pdo/0-0-0-1588](https://codelibrary.amlegal.com/codes/pinehurst/latest/pinehurst_nc_pdo/0-0-0-1588)
- Coordinate with both planning and building staff prior to the submission of an application
- Ensure that all parts of the application are complete. Incomplete applications are not a valid submission and will delay the permitting process.
- For decks within the Historic District, please review the Historic District Guidelines and coordinate with planning staff.
  - Standards: <https://www.vopnc.org/Home/ShowDocument?id=9996>
  - Map: <https://www.vopnc.org/Home/ShowDocument?id=5208>

### Things to Consider

- The Village of Pinehurst does not provide surveying services for the location of property lines.
  - It is the property owner's responsibility to ensure the fence is located on their property.



For questions, contact the Village of Pinehurst  
Planning & Inspections Department at  
910-295-2581 or email [planning@vopnc.org](mailto:planning@vopnc.org).



Village of Pinehurst  
395 Magnolia Road  
Pinehurst, NC 28374