



## CITY OF FLAT ROCK

### DEPARTMENT OF BUILDING & SAFETY

25500 Gibraltar Road, Flat Rock, MI 48134  
Telephone (734)782-0445 Fax (734)783-0304  
[www.flatrockmi.org](http://www.flatrockmi.org)

## Deck Application Process

**In order to expedite your deck permit, please provide the following information with the permit application.**

- Provide a building permit application **completely filled out** to include all contact information for both the property owner, contractor and or architect.
- Provide a complete plot plan which includes all property dimensions, location of existing structures, sheds, garage, all with dimensions from the property lines, dimensions for all structures, location of any easements and size.
- Clearly indicate on the plot plan the proposed location of the deck to include all dimensions.
- Provide a full cross sectional of the deck indicating all materials being used and annotated
- Indicate on the plan that you will meet all requirements of the 2015 Michigan Residential Code (MRC) code, section R507 (decks) and R311 (Means of Egress)
- Provide a copy of a signed HOA approval letter (if required)

If your property is in a newer subdivision, more than likely our department will have a copy of a plot plan on file that was used during the initial construction of your home. You can request a copy be sent to you.

**Here are some general guidelines to assist in your planning:**

- All support post must be set into concrete
- All support post must be notched for beams (use 4"x6" post) or have the beam direct bearing on the post (use 4"x4" or 4"x6" post)
- Use metal fastens for post to beam and beam to joist
- If deck is not a free-floating type deck and is mounted to the existing structure, refer to the 2015 MRC for guidance as there are very strict installation details
- If the deck is 30" above the existing grade, then a guard rail will need to be installed around the complete perimeter of the deck
- Guard rails must be a minimum of 36" in height
- If the stairway exceeds four risers, then a guard rail and a graspable handrail will need to be installed on one side of the stairway.
- The graspable handrail shall be 34"-38" in height and shall have returns to the guardrail on the top and bottom of the railing
- Risers are not to exceed 8 1/4" in height (can't have more than 3/8" variance from top to bottom of stairway for riser heights)
- Treads are not to exceed 9 1/4" in depth
- Baluster spacing shall have no more than 4" spacing between balusters
- Required inspections: Post hole, Open deck (prior to floor decking installation), Final

**Please feel free to call our office if you have any questions and or concerns at 734-782-0445**

Building and Safety Department