



# Village of Richmond

## Building Department

### REQUIREMENTS FOR SCREEN PORCH OR THREE-SEASON ROOM

#### **What is required to obtain a building permit for a screen porch or three-season room on my home?**

- Completed permit application including the estimated cost of construction.
- All Contractors must be registered with the Village.
- Two copies of a plat of survey or a site plan drawn to scale with accurate dimensions, depicting:
  - The location and dimensions of the screen porch or three-season room.
  - The distance of the existing residence and the proposed deck or porch from the lot lines.
  - The location of any easements on the property, and the location of any underground or above ground utilities.
  - Two copies of framing and foundation plans
- If electrical work is proposed, the electrician must provide a copy of their license and a letter of intent stating the work to be performed.
- All contractors must be registered with the Village.

**Note: Computer generated framing plans provided by retail outlets which do not provide the required information will not be accepted.**

#### **What is the difference between a screen room and the three-season room?**

- A screen room is a structure constructed solely of supporting members and screening (except for a code complying guardrail) and is supported on piers sized to carry superimposed loads, forty-two (42) inches below grade. Screen Rooms on existing deck must have the piers exposed so the size may be verified.
- A three-season room is a structure enclosed by glazing of any type including but not limited to glass, Lexan, Plexiglass, plastic or similar materials and an exterior finish similar to the home such as siding. A three-season room shall also be supported on a continuous foundation forty-two (42) inches below grade.

#### **PATIO COVER CONSTRUCTION REQUIRMENTS**

- Enclosure walls shall be permitted to be of any configuration, provided the open or glazed area of the longer wall and one additional wall is equal to at least sixty-five percent (65%) of the area below a minimum of six (6) feet, eight (8) inches of each wall, measured from the floor. Openings shall be permitted to be enclosed with any of the following:
  - Insect screening.
  - Approved translucent or transparent plastic not more than 0.125 inch (3.2 mm) in thickness.
  - Glass conforming to the provisions of 2015 IRC R308
  - Any combination of the foregoing. 2015 IRC A101
- The patio structure, unless unenclosed, shall be provided with exits. 2015 IRC A103.2

- Patio covers are limited to one-story structures not exceeding twelve (12) feet in height. 2015 IRC AH104.1
- Patio covers shall be designed and constructed to sustain all dead loads plus a vertical live load of not less than ten (10) pounds per square foot (0.48 kN/m<sup>2</sup>), except that snow loads shall be used where such snow loads exceed this minimum. Such covers shall be designed to resist the minimum wind loads. IRC 2015 AH105.1
- Minimum depth for piers must be forty-two (42) inches and piers must be sized to carry superimposed loads. Pre-existing decks or porches must be inspected to ensure pier size and spacing is adequate for support of the screen, or three-season room.

#### **REQUIRED INSPECTIONS**

1. **FOOTING OR SLAB**
2. **FRAMING AND ELECTRICAL ROUGH**
3. **FINAL**

**A 48-HOUR NOTICE IS REQUIRED PRIOR TO SCHEDULING INSPECTIONS  
WITH THE CITY OF WOODSTOCK AT 815-338-4305**

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