



## ONE & TWO-FAMILY RAMP GUIDE

The information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding approved ramp locations and minimum construction requirements.

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(08/20)

# PERMIT APPLICATION GUIDE

## Ramp Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your building permit.

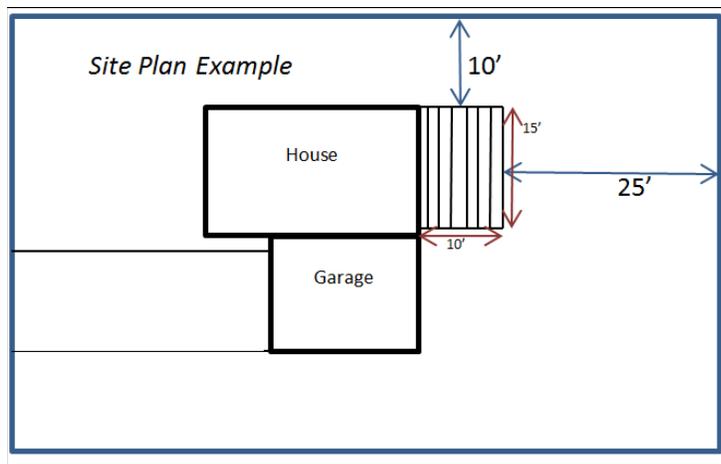
**Please note that ALL required information must be submitted together at one time when applying for your permit (see submittal checklist in Step 4).**

### 1. Completely fill out the attached Building Permit Application:

- Provide a detailed description of all proposed work. Owners may obtain permits for construction projects if the house is owner-occupied. All contractors shall include their Dwelling Contractor Certification and Dwelling Contractor Qualifier Certification numbers from the State of Wisconsin Safety and Buildings Division. Our office is required by the State of Wisconsin to verify these certifications prior to issuing permits to contractors performing work on one and two family dwellings.
  - Fill out Non-Permitted Erosion Control Form.

### 2. Provide Site Plan:

- Indicate/draw ramp location with dimensions.
- Indicate all streets, north arrow.
- Exterior boundaries of the property including dimensions of property lines.
- Location of existing and proposed structures.
- Dimensions of setbacks from property lines and between structures.
- Parcel maps can be found on the City of Green Bay website under GIS Mapping to use as a Site Plan. <http://greenbaywi.gov/180/GIS-Mapping>



### 3. Provide Set of Building Plans/Framing Plan:

- The Plans must be of professional quality and legible.
  - Building plans can be printed out from building supply stores.
  - Code based on SPS 321.045 Ramps and 320-325 Appendix B
- Include the following information:
  - Footing size, thickness and locations; footings must be 4 ft.
  - Floor joist size, span and spacing
  - Beam size and locations
  - Height of ramp above grade, ramp slopes
  - Guardrail heights and intermediate rail spacing
  - Ledger size, connection and flashing details
  - Post size and decking material
  - Type of slip resistant surface

#### 4. Apply for the Permit:

- Please plan ahead and pick one of the following methods to apply for your permit. Make sure all of the required information listed above is included and submit it to the Department of Community and Economic Development using one of the methods listed below:
  - In Person with an Inspector at City Hall:
    - This is the best method to discuss the specifics of your project with an inspector. Typically if all the required information is submitted and found acceptable, the permit can be issued at that time.
    - Inspectors are typically available for consultation and permit issuance from 8:00 a.m. - 4:00 p.m., Monday through Friday, but it is strongly encouraged to call ahead to verify inspector availability due to schedule variations for summer hours, holidays, etc.
  - By Email:
    - Email all the required information (see Submittal Checklist below) to [inspmail@greenbaywi.gov](mailto:inspmail@greenbaywi.gov).
  - By Mail:
    - City of Green Bay  
Department of Community and Economic Development  
100 N Jefferson Street, Room 608  
Green Bay, WI 54301

#### **Submittal Checklist:**

- ✓ Site Plan
- ✓ Building Plans
- ✓ Non-Permitted Erosion Control Form
- ✓ Building Permit Application

#### 5. Payment of Permit Fees:

- Once your permit application has been reviewed and you have been notified of a Project Number, you can make payment.
- Ramps will require a \$100 Building Permit (\$50 Building, \$25 for Site Plan, and \$25 for Building Plan review).
  - Make checks payable to City of Green Bay, or
  - Pay online through GovPayNet -  
<http://www.greenbaywi.gov/DocumentCenter/View/943/Online-Payment-Instructions-PDF>  
A Project Number must be assigned by Inspection office staff **before** making a payment online. A service fee will be charged for online payment.

## THINGS TO CONSIDER

### Materials and Fasteners:

All lumber shall be construction grade #2 or better and shall be pressure treated or shall be a species of wood that is naturally decay resistant. All fasteners and hangers shall be galvanized or shall be stainless steel.

### Slope:

One and two-family ramps shall not have a slope greater than 1:8 or 1 ft. of rise in 8 ft. of run.

### Frost Protection:

Permanent ramps are required to have footings with a minimum of 48 in. of frost protection. Temporary ramps are allowed to be constructed without frost protection.

### Landings:

A level landing shall be provided at the top, at the base, and at any change in direction of the ramp. The landing shall be at least as wide as the ramp and shall measure a least 3 ft. in the direction of travel.

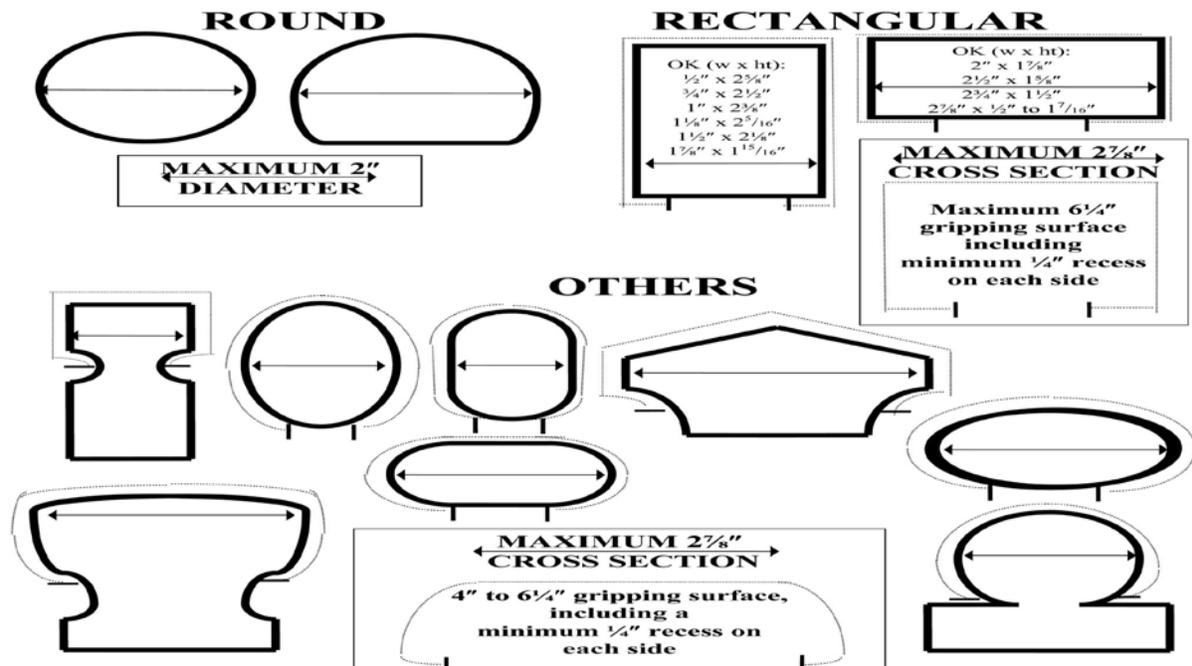
### Surface:

Ramps shall have a slip resistant surface.

### Handrails:

Handrails shall be provided on all open sides of ramps. Every ramp that overcomes a change in elevation of more than 8 in. shall be provided with at least one handrail. Ramps which have a slope greater than 1:12 or 1 ft. of rise in 12 ft. of run and overcome a change in elevation of more than 24 in. shall be provided with handrails on both sides. Handrails shall be located from 30-38 in. above the ramp surface. Open sides of ramps shall have the area below the handrail protected by intermediate rails or an ornamental pattern to prevent the passage of a sphere with a diameter of 4-3/8 in. or larger. The clear space between the handrail and any adjoining wall shall be a least 1-1/2 in.

### 21.04 (3) (b) 5. HANDRAIL SHAPES



## **BUILDING CODE REQUIREMENTS**

### **SPS 321.045 Ramps.**

- (1) **GENERAL.** Every exterior or interior ramp which leads to or from an exit shall comply with the requirements of this section. **Note:** See ICC/ANSI A117.1 Chapter 5 for more guidelines relating to the design and construction of an accessible ramp. Under that standard, ramps along an accessible route for people with disabilities should have a slope of not more than 1:12 or 1 ft. of rise in 12 ft. of run and should have handrails on both sides of the ramp.
- (2) **SLOPE.** Ramps shall not have a gradient greater than 1:8 or 1 ft. of rise in 8 ft. of run. Walkways with gradients less than 1:20 or 1 ft. of rise in 20 ft. of run are not considered to be ramps.
- (3) **SURFACE AND WIDTH.** Ramps shall have a slip resistant surface and shall have a minimum width of 36 in. measured between handrails.
- (4) **HANDRAILS.** Handrails shall be provided on all open sides of ramps. Every ramp that overcomes a change in elevation of more than 8 in. shall be provided with at least one handrail.
  - (a) Ramps which have a gradient greater than 8.33% or 1:12 or 1 ft. rise in 12 ft. of run and which overcome a change in elevation of more than 24 in. shall be provided with handrails on both sides.
  - (b) Handrails shall be located so the top of the handrail is at least 30 in., but not more than 38 in. above the ramp surface.
  - (c)
    1. Open-sided ramps shall have the area below the handrail protected by intermediate rails or an ornamental pattern to prevent the passage of a sphere with a diameter of 4 3/8 in. when applying a force of 4 pounds, except as provided in Subd. 2.
    2. This paragraph does not apply to ramps having a walking surface that is less than 24 in. above adjacent grade, if a toe-kick or side rail is provided to 4 in. above the walking surface, and a mid-rail is provided between the toe-kick or side rail and the handrail.
  - (d) The clear space between the handrail and any adjoining wall shall be at least 1-1/2 in.
- (5) **LANDINGS.** A level landing shall be provided at the top, at the foot, and at any change in direction of the ramp. The landing shall be at least as wide as the ramp and shall measure at least 3 ft. in the direction of travel.

**\*ALSO 320-325 APPENDIX B (DECK) CODES ARE APPLICABLE.**

**Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig!**

**1-800-242-8511**





DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300  
Green Bay, WI 54301  
Tel (920) 448-3100  
Fax (920) 448-3102

**EROSION AND SEDIMENT  
CONTROL NON-PERMITTED  
CONDITIONS**

**Per 34.08 PERFORMANCE STANDARDS FOR CONSTRUCTION SITES NOT REQUIRED TO BE PERMITTED.**

- (1) **RESPONSIBLE PARTY.** The landowner of the construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain construction site BMPs is the responsible party and shall comply with this section.
- (2) **EROSION AND SEDIMENT CONTROL PRACTICES.** Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
  - (a) The deposition of soil from being tracked onto streets by vehicles.
  - (b) The discharge of sediment from disturbed areas into on-site storm water inlets.
  - (c) The discharge of sediment from disturbed areas into adjacent waters of the state.
  - (d) The discharge of sediment from drainage ways that flow off the site.
  - (e) The discharge of sediment by dewatering activities.
  - (f) The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
  - (g) The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
- (3) **LOCATION.** The BMPs shall be located so that treatment occurs before runoff enters waters of the state.
- (4) **IMPLEMENTATION.** The BMPs used to comply with this section shall be implemented as follows:
  - (a) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
  - (b) Erosion and sediment control practices shall be maintained until final stabilization.
  - (c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.

- (d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
- (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

City Representative who reviewed the above requirements with the Project Representative:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name and Title Here)

City Project ID: \_\_\_\_\_

Site Name: \_\_\_\_\_

Address / Location: \_\_\_\_\_

Land Owner: \_\_\_\_\_

Land Owner's Contact Representative: \_\_\_\_\_

I have reviewed the City of Green Bay Permit Conditions for the Erosion and Sediment Control Standards for the Non-Permitted referenced project above. I agree to comply with these conditions and will notify the City of Green Bay of any changes to the plan or project schedule.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name and Title Here)

(1 Copy Permittee, 1 Copy Inspection Files, 1 Copy Engineering Files)



## 1 NOTIFY

Notify your local one-call center by calling 811 or making an online request 2-3 days before work begins. [Click here](#) for information about your local one-call center and online service availability. The one-call center will transmit information to affected utility operators.



## 2 WAIT

Wait 2-3 days (varies by state; please [click here](#) for state law information) for affected utility operators to respond to your request. On average, between 7-8 utility operators are notified for each request.

## 3 CONFIRM

Confirm that all affected utility operators have responded to your request by comparing the marks to the list of utilities the one-call center notified. State laws vary on the process for confirmation; please check with your local one-call center for more information.



## 4 RESPECT

Respect the marks. The marks provided by the affected utility operators are your guide for the duration of your project. If you are unable to maintain the marks during your project, or the project will continue past your request's expiration date (varies by state), please call 811 to ask for a re-mark.

## 5 DIG CAREFULLY

Dig carefully. If you can't avoid digging near the marks (within 18-24 inches on all sides, depending on state law), consider moving your project to another part of your yard. If you must dig near the marks or use machinery of any kind, please [click here](#) to read "The 811 Process for Contractors."

