



# 1 & 2 Family Ramp Permits

City of Oshkosh Inspection Services Division

This handout will help guide you through the permit application process. Following the steps below will help to expedite the issuance of your building permit. Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. **Please note that Zoning approval and or Zoning permits are required for all ramps. Building permits are only required for ramps constructed on homes built after June 1, 1980.** Permits can be applied for by using the following methods below:

## In Person:

This is the best method to discuss the specifics of your project with a planner and inspector. Typically if all the required information is submitted, and the information is found acceptable, the permit can be issued at that time.

### **How to Apply**

Step 1: Obtain site plan approval from Planning Services. They are located in RM 204 on the 2nd floor of City Hall. A scaled site plan will need to be submitted for their review. If you have questions about your project contact their office at (920) 236-5059. The planning office is open 8:00am-4:30pm Monday through Friday.

Step 2: After you've obtained site plan approval apply for your permit at the Inspection Services Division.

Submit plans detailing the following:

- Proposed pier (footing) sizes and locations.
- Floor joist sizes and spacing for deck/landings.
- Beam sizes and locations.
- Height of the ramp above grade, ramp slope
- Guardrail heights and intermediate rail spacing.
- Type of slip resistant surface.
- Ledger size, connection and flashing details.

Typically if all the required information is submitted, and the information is found acceptable, the permit can be issued at that time. Inspectors are available for consultation and permit issuance 7:30am-4:30pm Monday through Friday.

### **Payment**

The City of Oshkosh accepts cash, check or credit/debit cards for payment (a service fee applies when using cards). If you have questions on permit fees please see page 2.

### **Inspection Requests**

After the permit is obtained inspections can be requested by calling the Inspection Request Line at (920) 236-5128. You will need the permit number or address to request inspections.

**Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! 1-800-242-8511**

## Online:

When applying for a permit online please follow this link: <http://www.ci.oshkosh.wi.us/EvolvePublic/>

### **How to Apply**

- Step 1: Click on “*New Account*” or “*Login*” located on the upper black bar and enter your contact information. If you have an existing account with our department you may need to contact our office at (920) 236-5050 to set up a password.
- Step 2: Click on “*Permit Application*” on the left side of the screen. Select “*Residential Building*” for the category and “*Other*” for the type, click Next.
- Step 3: Enter the address of the project, click next. If the address does not show up enter it in the lower box, click next.
- Step 4: Enter the description of your project and the cost. It also needs to include the fair market value (labor and material costs). Only the highlighted fields need to be filled in, click next.
- Step 5: If you’re applying as the owner you can also add the building contractor for your project. Only building contractors that have pulled permits in the past are capable of being added.
- Step 6: Upload the site plan and building plans for review.
- Step 7: Read the Esignature statement and check the “I agree to conditions” box, hit finish.
- Step 8: You will see a message that your application has been submitted for review. Someone from the City will contact you if additional information is required and/or when the permit is ready to be issued.
- \* Please note that no construction can commence until after the permit is approved and obtained.
  - \* When the permit is ready to be issued you’ll be able to make payments.
  - \* Inspections will be able to be scheduled after the permit has been obtained.

## Permit Fees:

See the following fee schedules to determine the permit fees:

- Inspection Services fee schedule for **building fees**. Questions please contact (920) 236-5050.
- Assessors fee schedule for **property record maintenance fees**. Questions please contact (920) 236-5070.
- Planning Services fee schedule for **zoning fees**. Questions please contact (920) 236-5059.

Permit fees will need to be payable to the “City of Oshkosh”.

## Building Code Requirements:

### **Materials & 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 with 1.85 oz/sf of zinc (G-185 coating) or shall be stainless steel. Do not mix and match stainless steel and galvanized products due to corrosion problems encountered with the use of dissimilar materials.

### **Slope:**

1&2 Family Ramps shall not have a slope greater than 1 in 8 or one foot of rise in 8 feet of run. Please note that Federal Standards (ICC/ANSI A117.1) require ramps along accessible routes for people with disabilities to have a slope of not more than 1 foot of rise in 12 feet of run and requires handrails on both sides of the ramp.

This handout was developed by the City of Oshkosh Inspection Services Division as a basic plan submittal guide. It is not intended to cover all circumstances. Check with the Inspection Services Division for additional requirements that may apply to your specific project.

If after reading this guide you still have questions please feel free to contact the Inspection Services Division at (920) 236-5050.

## Frost Protection:

Permanent ramps are required to have footings with a minimum of 48" of frost protection. Temporary ramps are allowed to be constructed without frost protection provided the user of the ramp is going to recover and provided that the ramp is removed within 180 days.

## 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 at least 3 feet in the direction of travel.

## Width:

Ramps shall have a minimum width of 36" measured between the handrails.

## Surface:

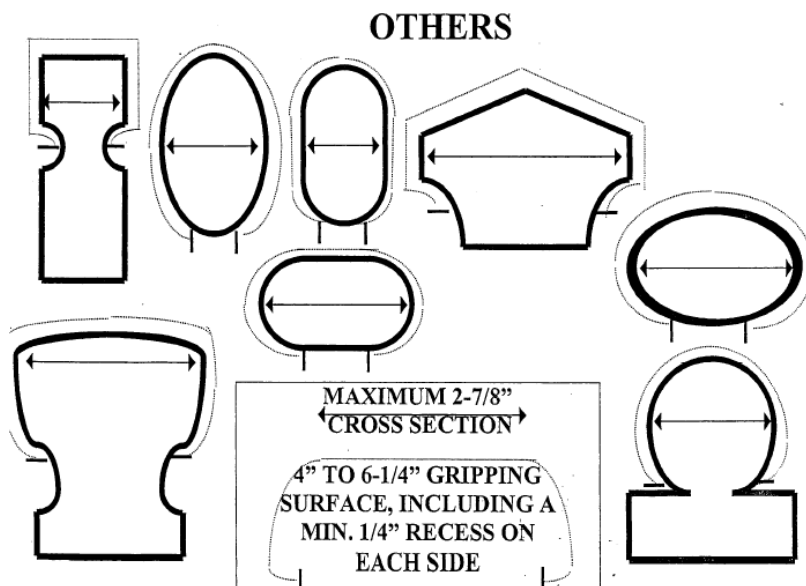
Ramps shall have a slip resistant surface.

## Handrails:

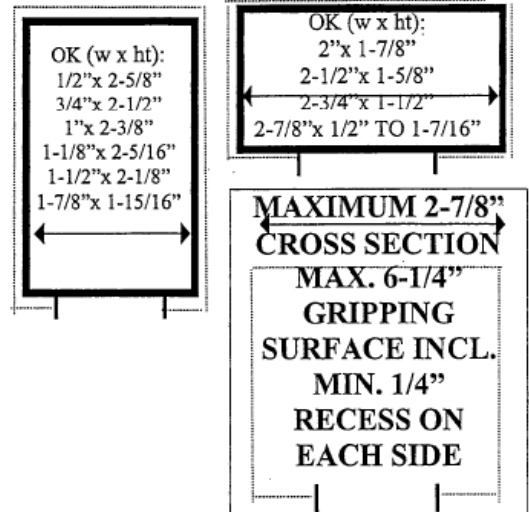
Handrails shall be provided on all open sides of ramps. Every ramp that overcomes a change in elevation of more than 8 inches shall be provided with at least one handrail. Ramps which have a slope greater than 1 foot of rise in 12 feet of run and overcome a change in elevation of more than 24 inches shall be provided with handrails on both sides. Handrails shall be located between 30 to 38 inches 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 inches or larger. The clear space between the handrail and any adjoining wall shall be at least 1 1/2".

### Sample Handrail Shapes:

Make sure to what for the maximum allowable cross section and gripping surface measurements as shown below.



### RECTANGULAR



### ROUND

