

# Building Decks and Additions

## Permitting Office Phone Numbers

Listed below are phone numbers for the local permitting offices for each area NOVEC serves. The cost of a building permit varies in each locality.

City of Manassas Park	703-335-8815
Clarke County	540-955-5112
Fairfax County	703-222-0801
Fauquier County	540-347-8646
Loudoun County	703-777-0397
Prince William County	703-792-4040
Stafford County	540-658-8650
Town of Leesburg	703-771-2771

## Locating Fees

NOVEC locates and marks its facilities for free. In most cases, we will locate private facilities for \$50. Call 703-392-1519 or 1-888-335-0500, ext. 1519.

## Homeowner's Building Checklist

- Stake deck, fence, or addition.
- Call Miss Utility at 811 at least 48 hours before digging.
- Schedule appointment with a NOVEC distribution designer.
- Determine electrical load and contact electrician, if necessary.
- Contact local permitting office.

A simple phone call can save you money and frustration. Before building additions or decks, call:

703-754-6750, 1-888-335-0500, ext. 6750, or e-mail [disteng@novec.com](mailto:disteng@novec.com).

Visit [www.novec.com](http://www.novec.com) for information about NOVEC programs and services.





Before making additions to your home, whether it's a deck, room, or fence, be aware of the requirements concerning your NOVEC electric meter.

**M**any homes have the electric meter located on the back of the house. Since this is typically the location of decks, room additions, and fences, special care must be taken to prevent blocking the meter. NOVEC personnel must have access to the electric meter in order to take readings for your monthly bill, perform periodic tests to ensure measurement accuracy, maintain the service equipment and the meter, and replace equipment when required. In case of a fire, immediate access is needed to disconnect the power.

### Project Planning Guidelines

- Do a preliminary staking of your deck, fence, or addition. Keep in mind the depth and location of your footers and any slope changes you may be considering.
- Call Miss Utility at 811 to have all underground utilities located and marked. Each type of utility — electric, water, phone, gas — is assigned a color that helps determine which services may be in conflict with your proposed work. Miss Utility does not locate private lines. Some jurisdictions or utility companies are not members of Miss Utility and you will have to call them individually if you suspect they have buried facilities in the area.
- Make sure the addition complies with NOVEC's electric meter clearance requirements (see "Building Guidelines").

- If the plan conflicts with NOVEC facilities, schedule an appointment with a NOVEC distribution designer by calling 703-754-6750, 1-888-335-0500, ext. 6750, or e-mail [disteng@novec.com](mailto:disteng@novec.com). A work request number will be issued, which allows staff to track the activity of the job and must appear on all correspondence. The designer who examines your project will determine if relocation of existing NOVEC facilities is required and explain the scope of work involved. Within approximately 10 working days from this appointment, you will receive the estimated relocation cost for the work.
- If meter relocation is required, NOVEC will supply the meter base. The homeowner is responsible for hiring an electrician to install the meter base along with the entrance cable and panel box. This work must be inspected by the local jurisdiction.
- If the building plans conflict with other utilities' lines, contact that utility company to determine the most cost-efficient resolution. Each utility has different requirements and policies for relocations.
- Determine the electric load requirements of the addition. Contact an electrician to determine whether the existing capacity in your panel box meets your needs.
- All additions and decks require permits and inspections as required by the local jurisdiction. Contact the appropriate local permitting office to obtain a permit for the project.

### Building Guidelines: Electric Meter Clearance Requirements

- If the deck is above the electric meter, the deck must be at least 7 feet high.
- There must be 60 inches of unobstructed space in front of the meter.
- There must be a 36-inch wide unobstructed travel path in front of the meter.
- There must be at least 2 inches of space on both sides of the meter.
- No structure may be built around the meter, except for approved meter rooms.
- Doors or windows cannot be within 1 foot of the meter.
- Meters located inside fenced areas must have gate access.

Although NOVEC imposes no fines, homeowners will have to pay the full cost of meter relocation if these specifications are not followed.

