



## **DECK PERMIT SUBMITTAL CHECKLIST**

**The following documentation MUST be provided for all deck permits:**

**Note:** Decks of a significant height above ground & somewhat complex in nature may require structural engineering.

### **\_\_\_\_\_ BUILDING PERMIT APPLICATION**

Fill out application completely and sign. Be sure to include:

- Owner, address, telephone number
- Building address
- Lot, Subdivision and Tax Serial #
- General contractor name, address, telephone number, license number
- Valuation of project

### **\_\_\_\_\_ SITE PLAN- must be on 8 1/2 x 11**

- Lot dimensions & lot size
- Location of all existing buildings
- North Arrow
- Setbacks- Show distances from structure to property lines.

### **\_\_\_\_\_ BUILDING PLANS - on either 8 1/2 x 11, or 11 x 17 size paper**

- **FLOOR PLAN**
  - ❖ Propose deck size
  - ❖ Size and spacing of floor joists
  - ❖ Size and type of decking material.
  - ❖ Size, type, location, and spacing of posts
  - ❖ Size and type of beams
  - ❖ Show lateral bracing, bolt size and placement
  - ❖ Show post to beam and post to footing connection.
  - ❖ ANY REQUIRED ENGINEERING
  
- **ELEVATION PLAN**
  - ❖ Height of structure from grade
  - ❖ Size and depth of footings
  - ❖ Guard height and spacing (if any)
  - ❖ Stairway rise/run and handrail height (if any)