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)