



**BUILDING DEPARTMENT**  
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## DECK PERMIT SUBMITTAL CHECKLIST

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

**Note:** ALL Decks 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.
- ❖ **ALL 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)

**\*\*MUST FOLLOW ALL CURRENT BUILDING AND CITY CODES**