



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

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

___ BUILDING PLANS

- **Floor plan**
 - ❖ Propose deck size
 - ❖ Size and spacing of floor joists
 - ❖ Size and type of decking material
 - ❖ Size of (treated) deck ledger and attachments
 - ❖ 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 PLANS**
 - ❖ Height of structure from grade
 - ❖ Size and depth of footings 30" minimum
 - ❖ Guard height and spacing (if any)
 - ❖ Stairway rise/run and handrail height (if any)

***All items are required at submittal as pdf files to our online portal to begin the plan review process.**

