



Residential Covered/Uncovered Deck Building Permit Application Check List

The following items are required for plan review:		YES	N/A
	Two copies of the construction drawings with proper measurements. City cheat sheets are acceptable providing all the required construction information is noted.		
	Recent locate slips for underground services (utilities).		
	Two copies of a site plan showing existing structures on the site and the location of the new deck, setbacks from property lines and other buildings on the site, and the location of the underground services (to be identified on the site plan- This will allow us to determine the location of existing gas and electrical meters and the distance from the excavation.)		
	Roof joist/truss sizes and o/c spacing, roof slope, roofing material & roof connection to the house (I.E. supported off wall or fascia board), fascia reinforcement or beam pockets (if required), beam and post sizes and distance between support posts.		
	Deck size, joist and o/c spacing, beam ply and size, post location and spacing, X-bridging or strapping locations, hanger and/or squash block locations.		
	Deck pile/pad size (depth and diameter) and distances between piles.		
	If aluminum or pre-manufactured roof, a copy of the manufacturer specifications is included.		
	Deck walking surface finish material and deck height shown.		
	Guardrail and/or handrail heights shown.		
	If the under side of the deck is being enclosed, groundcover, ventilation grills and the framing material has been identified.		

**Checklist must be completed by applicant prior to submittal.
Minor changes or notes on submitted plans may be in blue or black ink.
RED INK IS RESERVED FOR DEPARTMENT.**

I have read and agree that all the above information I have checked as “Yes” on the check list is represented on the drawings I have submitted.

Address of property: _____

Signature of Applicant

Applicant’s Name Printed

NOTE: Any missing or incorrect information will delay the permit issuance.