



## PERMIT SUBMITTAL REQUIREMENTS FOR **Residential Decks**

PLANNING & DEVELOPMENT  
**BUILDING**  
DIVISION  
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The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

**PERMIT REQUIRED:** For single family residences, a permit is required for the construction, repair, replacement, relocation, enlargement or alteration of decks.

**EXEMPT WORK:** For single family residences only, uncovered platforms, decks and patios meeting all of the following criteria:

- a) not more than 30" above grade (*measured vertically to the grade below at any point within 36" of the outer edge of the deck*)
- b) not over any basement or story below
- c) not within a critical area,  
are exempt from permit requirements.

Contact the Planning Division for setback requirements for all zoning districts.

**CODES:** Current Edition Adopted  
International Residential Code

**FEES:**  
Based on square footage of deck and stairs.

### **SUBMITTAL REQUIREMENTS:**

#### 1) CRITICAL AREAS STUDY

A Critical Areas Determination, issued by the Planning Division, must be completed and on file with the City. Provide applicable information as indicated by the decision.

#### 2) SITE PLAN - scaled 1"= 20'

- Property owner's name and street address.
- North arrow designation with property line dimensions.
- Streets, approaches, driveways, sidewalks, alleys, street dedications and adjacent City right-of-way (developed or undeveloped).
- Easements (public and private). Note: No structures shall be located within public easement areas.
- Show existing utilities within the site (public and private), including but not limited to water, sewer and stormwater.

- Existing physical features and water courses of any size (i.e., streams, creeks, ponds, ditches, etc.).
- Dimension the house and proposed deck and indicate setback distances to property lines.
- Lot area & lot coverage
- Label the deck surface type and area below it. (i.e., spaced decking with pervious surface below or spaced decking with existing patio below, impervious deck, etc.). Note that gravel with fines is considered an impervious surface.
- Show any temporary erosion control measures.

### 3) ARCHITECTURAL PLANS – scaled ¼" = 1'

#### FRAMING & FOUNDATION PLAN:

- Dimensions of deck.
- Footing size and thickness (e.g. 18"x18"x12" thick. Joist size, species, span, spacing and direction.
- Decking material, size.
- Post location, timber species, size and spacing. Beam size, timber species, span and spacing (submit beam calculations for spaces over 8').
- Identify pressure treated or naturally decay resistant wood.
- Dimension required landings at the top and bottom of stairs.
- Show required lighting at top of stair landings.

#### SECTION & ELEVATION VIEW:

- Footing detail for posts.
- Guard detail (a guard is required to protect falls greater than 30", openings in the guard must be spaced such that a 4" sphere may not pass through, minimum guard height 36", able to withstand a 200 lb. load in any direction at the top of the guard).
- Windows or doors within five (5) feet of the side above or below the deck. Show windows that will be safety glazed due to proximity to stairs or floor.

#### CONSTRUCTION DETAILS:

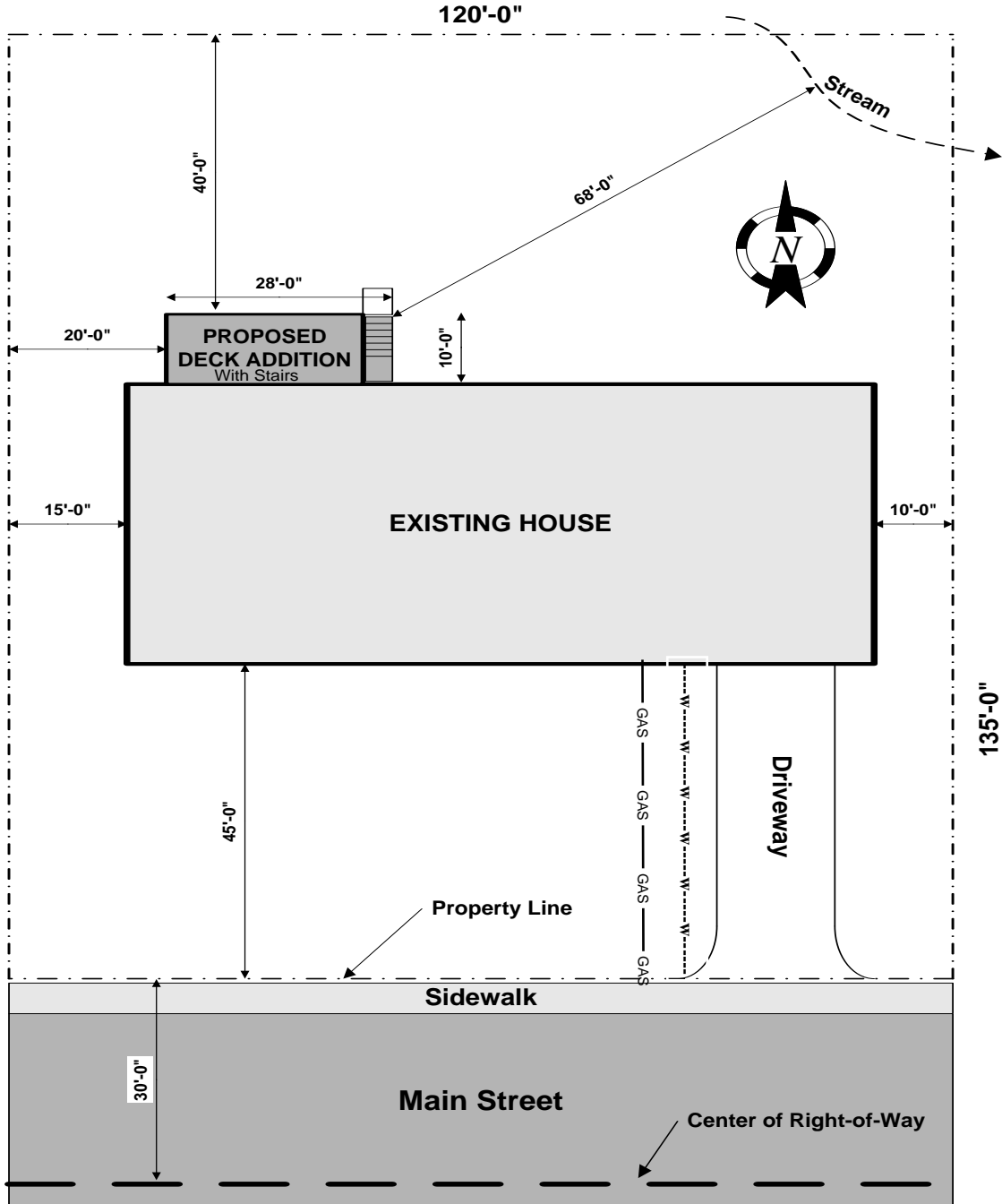
- Connection of the deck to the existing structure (i.e. ledger size, with detail of fastener or bolt type, size and spacing, etc.).
- Connection of posts and beams.
- Stair step rise and run (7-3/4" maximum rise and 10" minimum run permitted for residential use). Open risers permitted provided the opening between the treads does not permit the passage of a 4" diameter sphere.
- Stair landing (36" minimum stair width for residential).
- Handrail required for four or more stair risers (handrail must be gripable 1-1/4" min. to 2" maximum in cross section and placed 34" to 38" above the stair nosing).
- Deck ledger flashing.

#### MISCELLANEOUS INFORMATION:

- Wood exposed to weather must be pressure preservative treated or naturally resistant to decay.
- Fasteners for pressure treated wood shall be of hot dipped galvanized steel, all metal in contact with treated wood must be galvanized to G1.85. Exception: anchor bolts 1/2" or larger.
- Decks fastened to the structure shall use fasteners not subject to withdrawal.
- Decks attached to exterior walls shall be positively anchored for vertical and lateral loads. Attachment by nails only is not permitted. If positive connection cannot be accomplished, decks are required to be self-supporting.

APPLY ONLINE AT: [mybuildingpermit.com](http://mybuildingpermit.com) - For more detailed information see [Deck Tip sheet](#) at [mybuildingpermit.com](http://mybuildingpermit.com)

### SAMPLE DECK SITE PLAN



Property Owner: John Doe  
 Property Address: 9923 Main Street  
 Zone: RS-6

Total Lot Area = (Square Footage)  
 Total Lot Coverage = (%)