



Deck Permit Checklist

Complete building permit application to include	Required	Not required	Submitted acceptable	Items missing
Permit Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule 1 Designer Information Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Owner Authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two Copies of:				
Site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions Area of Septic
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot lines Existing Building(s) <input type="checkbox"/> Lot <input type="checkbox"/> Deck <input type="checkbox"/> Not applicable <input type="checkbox"/>
Foundation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size Spacing
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Framing plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joists Decking
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions Stairs
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grade to walking surface Dimensions
Guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SB-7 Engineered Design
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Description of above sections;

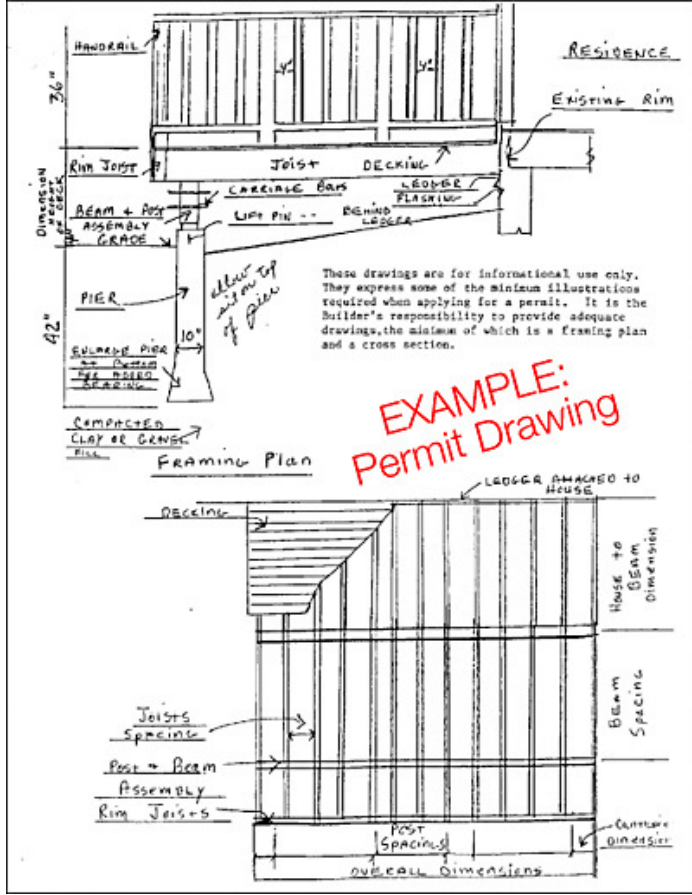
1. Completed building permit application consisting of:
 - Application form "Permit to Construct or Demolish"
 - Schedule 1: Designer Information
 - Owner authorization if applicant is not the property owner
2. Two (2) copies of plans drawn to scale which must include:
 - Site Plan (hand drawn/Computer generated) or Legal Property Survey showing the location and dimensions of the proposed deck and the setbacks to the lot line(s), septic (if applicable) and any other structures (if applicable).
 - Plan and Section drawings
 - Foundation - provide location, depth, size and spacing of piers
 - Framing - provide dimensions of deck and height from finished grade, provide beam material, size, location, spacing and method of attachment, provide joist material, size, spacing and dimension (span), provide flooring (decking) material and size, if deck floor is more than 2'0" from finished grade, provide guard (rail), stair and handrail

If you have been given this checklist, please bring it back with you. This will assist other building officials with your application.

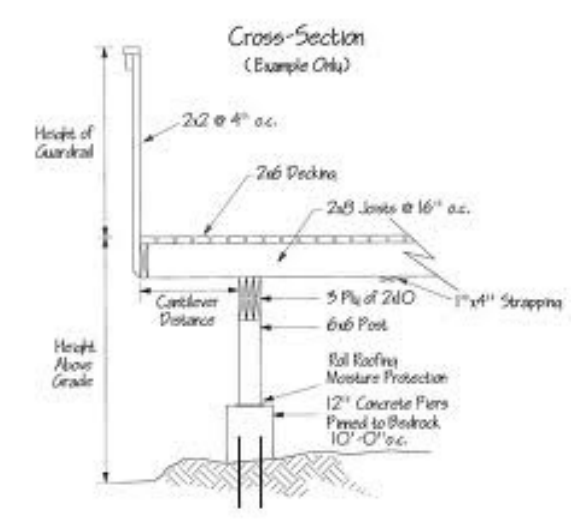
See over for a example of drawings required.

For further information/details or questions please call the noted below.	
<input type="checkbox"/>	Jonathon Taylor, Chief Building Official, ext 107
<input type="checkbox"/>	Drew Brooks, Deputy Chief Building Official, ext 129
<input type="checkbox"/>	Owen Tomkins, Building Inspector, ext 121
<input type="checkbox"/>	

Example Framing Plan & Elevation



Example Cross Section



Example Site Plan

