



Plan Review Checklist – Decks

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

Required Information:

- 2 sets of **Site Plans** with the following information
 - Show size and location of proposed deck
 - Show size and location of existing buildings on property
 - Show lot dimensions and shape
 - Show distance between buildings and property lines
 - Show North direction arrow
- 2 sets of **Deck Layout Drawings** with the following information
 - Interior wall location (if enclosed)
 - Window sizes and locations (if enclosed)
 - Door sizes, location and swing direction
- 2 copies of the **Deck Checklist** properly filled out
 - Piles or an engineer's design may be required for a deck greater than 2' and 55m² or if the deck is supporting a roof load.
- 2 copies of the **Building Permit Application** properly filled out

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- Plan Review (Prior to the commencement of any construction)
- Framing/Final (Prior to using deck)