



## Deck-Building Permit-Items to Submit

If you are applying for a building permit to construct a deck, the following items must be submitted: (You do NOT need a permit if your deck is not attached to the house, is under 200 sq. ft. and is not more than 30" above grade.)

	<p>COMPLETE YOUR BUILDING PERMIT APPLICATION ONLINE. Go to the link below:</p> <p><a href="https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&amp;ctzPagePrefix=Portal &amp;installationID=196">https://www2.citizenserve.com/Portal/PortalController?Action=showHomePage&amp;ctzPagePrefix=Portal &amp;installationID=196</a></p> <p>Go to "Permitting", "Apply for a Permit". Here you will create an online account with a user name and password. Fill in the pertinent information including the Valuation of the project. Skip fields you don't understand. Next, upload the following information. There is an UPLOAD button at the bottom of the page where you enter your permit information. You can also upload documents by signing in to your account, clicking MY ACCOUNT (on the upper right), then VIEW MY REQUESTS on the left, then click on your permit link in the middle of the page, then click UPLOAD on the left.</p>
	<p>1. SITE PLAN. This is a drawing that shows:</p> <ul style="list-style-type: none"><li>• The building lot.</li><li>• Location of the home and any other buildings.</li><li>• Location and size of the proposed deck.</li><li>• Measurements from the deck to the side and rear property lines and to the house.</li><li>• Measurements from the home to the side and rear property lines.</li><li>• Measurements from the deck to any other accessory buildings.</li></ul>

	<p>2. DECK BUILDING PLANS. Include the following information:</p> <ul style="list-style-type: none"> <li>• Proposed deck size.</li> <li>• Size and spacing of floor joists.</li> <li>• Size and type of decking material.</li> <li>• Size, type, location and spacing of posts.</li> <li>• Footing Sizes and Details.</li> <li>• Show lateral bracing, bolt size and placement.</li> </ul> <p>** Sometimes a deck will require engineered plans. Our Building Official will let you know if you will need them. These plans must be signed and stamped by an engineer.</p>
	<p>3. ELEVATION PLANS showing the following:</p> <ul style="list-style-type: none"> <li>• Height of the deck from grade.</li> <li>• Size and Depth of Footings.</li> <li>• Stairway rise/run and handrail height.</li> </ul>
	<p>4. YOU CAN DRAW ALL PLANS YOURSELF, (unless you are required to have engineered plans), but make sure to include all necessary information.</p>

SAMPLE SITE PLAN

SAMPLE EVELATION PLAN

