

BUILDING PERMIT APPLICATION

DECK, TERRACE AND LANDING PERMIT CHECKLIST

Building Permit #		Owners Name	
PERMIT APPLICATION FOR: (Address)			
Total Square Feet		Email	
Block		Lot(s)	Zoning code (R-C-I)
TAX PARCEL NUMBER (On Property Tax bill)			
Total Project Cost (Does not include land)			

Applicants are requested to provide a current driver's license as proof of identification and provide name of their building contractor, architect and/or Engineer. **A COPY OF THIS PERMIT MUST BE POSTED AT THE CONSTRUCTION SITE.**

Name of Property Owner			
Address		City	State
Zip code		Telephone Number	

Name of Contractor			
Address		City	State
Zip code		Telephone Number	

Name of Engineer			
Address		City	State
Zip code		Telephone Number	
STATE LICENSE #			

TYPE OF DECK:

FREE STANDING		ATTACHED TO MAIN STRUCTURE	
HEIGHT OF DECK ABOVE GROUND:			
DIMENSIONS OF DECK:		LENGTH	WIDTH
LOT DIMENSIONS		SQFT	

- *** DECKS, LANDINGS AND PATIOS ARE ALLOWED IN FRONT YARDS PROVIDED THEY MEET ALL REQUIRED FRONT AND SIDE YARD SETBACKS.
- ** DECKS LESS THAN 36" IN HEIGHT SHALL COMPLY WITH THE SETBACK REQUIREMENTS FOR ACCESSORY STRUCTURES.
- ** DECKS OVER 36" IN HEIGHT ABOVE GRADE SHALL COMPLY WITH THE SETBACK REQUIREMENTS FOR PRINCIPAL BUILDINGS.
- ** DECKS LESS THAN 30" IN HEIGHT WILL BE INSPECTED BY THE CITY STAFF.
- ** DECKS AND LANDINGS 30" AND OVER IN HEIGHT ABOVE GRADE MUST BE INSPECTED BY THE CITY BUILDING INSPECTOR. GUARDRAILS MUST BE 36" MINIMUM IN HEIGHT WITH 4" OR LESS HORIZONTAL SPACING BETWEEN VERTICAL SPINDLE MEMBERS.
- ** TERRACES MAY NOT BE MORE THAN 1' IN HEIGHT ABOVE GRADE.
- ** LANDINGS MAY NOT EXCEED 6' IN DEPTH PERPENDICULAR TO THE STRUCTURE OR 8' WIDE AND MUST BE ADJACENT TO AN ENTRY.
- ** RAILINGS, POSTS AND / OR WALLS MUST NOT EXCEED 48" IN HEIGHT ABOVE THE STRUCTURE.
- ** UNCOVERED STEPS AND HANDICAP RAMPS GIVING ACCESS TO THE FIRST FLOOR MAY NOT EXCEED 10' OR CLOSER THAN 5' TO ANY LOT LINE.

The following checklist identifies the minimum requirements for acceptance of an application for a building permit. Should any of the following items not be provided, the application will not be reviewed for approval. The building permit application will not be considered complete until all other required land use permits have been obtained. The building permit review process will commence upon approval of required land use permits. All deck and patio projects must comply with the established zoning requirements. Generally, projects can be plan checked by the city staff within 30 working days after site is flagged and all required documents are turned in to the city office.

Applicant: Please mark with "X" each box under the applicant heading to confirm that the material is included in your submittal. Write "NA" if not applicable to project. The city official will review each box to confirm that each item has been received. Please submit the number of copies indicated for each item requested.

Applicant		Staff
☐	A COMPLETED BUILDING PERMIT APPLICATION FORM	☐
☐	THE PLAN REVIEW FEE	☐
☐	PROPERTY BOUNDARIES STAKE AND / OR FLAGGED	☐
☐	PROPOSED EXTERIOR DIMENSIONS OF THE PROJECT ARE	☐
	STAKED AND STRING LINED WHERE THE STRUCTURE WILL	
	BE LOCATED	

SITE PLAN. SUBMIT TWO (2) COPIES EACH: THE SITE PLAN MUST BE DRAWN WITH EXACT DIMENSIONS ON A MINIMUM 8 ½" X 11" SIZE PAPER SHOWING THE PROPOSED AND EXISTING STRUCTURES IN THE PLAN VIEW INDICATING:

Applicant		Staff
☐	EXISTING STREETS, STREET RIGHT OF WAYS AND ALLEYS	☐
	SURROUNDING THE PROPERTY.	
☐	PROPERTY LINES	☐
☐	SQUARE FOOTAGE OF LOT	☐
☐	SQUARE FOOTAGE OF TOTAL DECK	☐
☐	NORTH ARROW	☐
☐	DISTANCES FROM THE PROPOSED DECK TO THE PROPERTY	☐
	LINE AND OTHER BUILDINGS ON SITE	
☐	LOCATION OF EXISTING AND PROPOSED EASEMENTS	☐
	(IF APPLICABLE)	

CONSTRUCTION PLANS. SUBMIT TWO (2) COPIES EACH. CONSTRUCTION PLAN (DRAWING) MUST INCLUDE:

Applicant		Staff
☐	DECK ELEVATION	☐
☐	POST LOCATION AND SIZE	☐
☐	DECKING MATERIAL	☐
☐	DETAILS ON ATTACHMENT TO THE HOUSE STRUCTURE (IF	☐
	APPLICABLE)	

FOR ALL DECK SURFACES GREATER THAN 30" ABOVE THE GRADE

Construction Plan (drawing) must include:

Applicant		Staff
	BEAM LOCATION AND SIZE	
	DECK JOIST SIZE, SPACING AND SPAN	
	DIRECTION, SIZE AND SPACING OF ALL FLOOR FRAMING MEMBERS	
	CROSS-SECTION SHOWING DETAILS OF FOOTINGS	
	STAIRWAY DESIGN AND HANDRAIL DESIGN (IF ANY)	
	GUARDRAIL DESIGN (IF ANY)	
	DECKING MATERIAL, SIZE AND TYPE	

SPECIFICATIONS

MASONRY PIERS:	PIER FOOTER SIZE:		FOOTER THICKNESS:	
FOOTER DEPTH:		PIER SIZE:	PIER SPACING:	
WOOD FOUNDATIONS:	WOOD MATERIAL:			
	PRESERVATIVE TREATMENT		YES	NO
POST DIAMETER		POST HEIGHT		
DEPTH IN GROUND		SPACING		

FOR ALL DECK SURFACES GREATER THAN 30" ABOVE THE GRADE

HANDRAIL SYSTEM:		HEIGHT FROM GRADE TO SUBFLOOR
		HEIGHT FROM FLOOR TO TOP OF HANDRAIL
HANDRAIL MATERIAL:		
HORIZONTAL SPACING BETWEEN VERTICAL SPINDLE MEMBERS		
STAIRS:		FLOOR BEAMS:
STAIRWAY WIDTH		MATERIAL
TREAD WIDTH		SIZE
RISER HEIGHT		LOCATION
FLOOR JOIST:		MATERIAL
SIZE		LOCATION:

FLOOR JOIST:		MATERIAL	
SIZE		LOCATION:	

**I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN
AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE
BEST OF MY KNOWLEDGE**

PROPERTY OWNER _____ DATE _____

OFFICE USE ONLY	PLAN REVIEW FEE		BUILDING PERMIT FEE	
Building Permit #		EXPIRATION DATE		
1ST EXTENSION DATE		2ND EXTENSION DATE		
SETBACK FORM		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE
CHECKLIST/PERMIT		APPROVED		DENIED
CITY OFFICIAL SIGNATURE				DATE

Paid Plan Fee	Check #		Amount		Receipt #	
Difference owed	Check #		Amount		Receipt #	
Total Permit Fee	Check #		Amount		Receipt #	