

RESIDENTIAL - DECK

Submittal Checklist



Residential Decks requiring a permit are any uncovered decks that are greater than 200 square feet, greater than 30 inches above grade at any point up to 3 feet off the decks edge, are attached to home and serving the main egress door.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Site Plan	☐
3	Construction Plans	☐
4	Structural Calculations	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Site Plan – Site plans shall be drawn in conformance with the [Site Plan Standards](#).
3. Construction Plans – Structural notes and framing plans shall be provided to identify how the deck is constructed. Framing plans shall have dimensions, showing joist layout, beam size and location, post size and location, footing size, guard post spacing, connections, fasteners, bracing, etc. It shall be clear whether the design is prescriptive or engineered. If engineered, structural calculations shall also be provided.
 - a. *Elevations* – Elevations shall be provided to show the deck, including height, related stairs, access, guards, handrails, etc.
 - b. *Floor Plan* – Floor plans shall be provided to show the deck and what room(s), window(s), and door(s) are located adjacent to the deck. Indicate if the deck is drip through or waterproof.

c. *Code Requirements* – Notes and Details showing compliance with the deck code requirements

- i. Where structurally supported by attachment to an exterior wall, the deck shall be positively anchored to the primary structure and designed for both vertical and lateral loads. The deck and the deck ledger connection shall be engineered or shall follow a prescriptive design (reference [MBP Deck Tip Sheet](#) for prescriptive help)
- ii. Where the deck walking surface is located more than 30" above grade, guards shall be provided. Guard attachments shall be able to withstand a minimum of 200 lbs per square foot. The guard connection shall be engineered or shall follow a prescriptive design. (reference [MBP Deck Tip Sheet](#) for prescriptive help)
- iii. Where located outdoors or exposed to the weather, the deck framing members shall be of naturally durable wood or wood that is preservative-treated.
- iv. Where stairs are provided to or from the deck, they shall have handrails, guards and illumination as required. Hand rail attachment shall be able to withstand a minimum of 200 lbs per square foot. (reference [MBP Deck Tip Sheet](#) for handrail help)

4. *Structural Calculations* – Structural calculations supporting the construction plan design shall detail the prescriptive path or calculations for lateral and gravity structural design. Calculations performed by a WA State licensed design professional shall bear the stamp of the design professional. This includes but not limited to any and all work performed by the engineer of record, the calculations and all plan sheets that contain structural information, such as design criteria, connection details, footing/foundations, framing, shearwalls and holdowns.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	
4	