



Permitting and Inspections Department

## Submission Guidelines for Decks

The following is a guideline of information required for the review of a building permit application for a residential deck. It is intended to help you supply proper and complete drawings and documents. Please label all of the following items on your plans. Refer to the [One- and Two-Family Addition/Alteration Checklist](#) for complete submission requirements and instructions.

- ✓ **A plot plan showing all existing and proposed structures with distances to property lines and dimensions of the proposed deck platform(s) and stairs**
- ✓ **Additional drawings showing all of the following information:**
  - 1. Type of foundation system**
    - a. Diameter of concrete filled tube or pre-cast concrete pier size
    - b. Depth below grade (minimum 4' below grade)
    - c. Spacing of tubes
  - 2. Posts (members supporting framing of floor system)**
    - a. Wood size, type and location
    - b. Anchorage of post to footing
  - 3. Framing members**
    - a. Ledger size attached to building
    - b. Lag bolt size and spacing on ledger
    - c. Lateral attachment to building
    - d. Location and type of flashing
    - e. Girder size and spans carrying floor system
    - f. Joist size, span, spacing and hanger type
    - g. Decking size
    - h. Post connection
  - 4. Guardrails and handrail details**
    - a. Guardrail height
    - b. Baluster spacing
    - c. Handrail height
  - 5. Stair details**
    - a. Tread depth (measured nosing to nosing)
    - b. Riser height
    - c. Nosing projection of tread
    - d. Width of stairs
    - e. Landing size(s)