

Deck – New or Addition **Review Checklist**

A permit application will not be accepted unless all of the following items are submitted or completed with:

1. Submit completed application form filled out with all pertinent information including the specific type of project and signed by applicant.
2. Plan review fee of \$100 shall be paid at the time application is submitted.
3. Site plan – Five (5) copies are required. Site plan shall be drawn to a scale of 1/8"=1'-0" or 1"=10'.

The following information must be shown or noted on the plans:

- a. Footprint of residence and other existing objects surrounding the house and the lot.
 - b. Lot lines including adjacent lot lines, streets, utility easements, fire hydrant locations, utility covers/manholes, utility pedestals/boxes, and any other existing objects with the adjacent to the area where the proposed new deck or addition will be constructed.
 - c. Existing walks, patios, gazebos, retaining walls, fences, and screened enclosures.
 - d. Connection of the deck drains and drop inlets to existing piping connected to the downspouts that must be piped to the street.
 - e. Redirection of any existing surface drainage.
 - f. Existing and proposed contours at one (1) or two (2) foot interval showing changes to existing grades per U.S. Geological Survey Datum. Spot elevations in relation to the existing residence, decks, or patios, etc.
 - g. Existing swimming pool and equipment location and screening locations.
 - h. Underground propane tank location and screening.
 - i. What will be done with excavated soil?
 - j. Proposed access for construction equipment.
 - k. Accurate location of oak trees including their trunk diameter and drip line.
4. The proposed new deck or deck replacement location with complete dimensions.
 5. Decks shall have a minimum setback of 5'-0" from property line.
 6. All decks more than 30" above finish grade shall have a 42" high guardrail all around the deck.
 7. Provide a color brochure of the proposed deck material and guardrail material (if applicable) including color, style, and finish.