

# BUILDING PERMIT - PLAN CHECKLIST

## Residential: Decks and Porches

Use this Plan Checklist with your Building Permit application if you are building or renovating:

- Deck (with or without roof)
- Unenclosed porch

All plans to be drawn accurately and to the following minimum scale:

- site plan 1:100 or 1/8"=1'
- all other plans 1:50 or 1/4"=1'

### SITE PLAN

- ☐ Street names & north arrow
- ☐ Street address and full Legal Description
- ☐ Property lines and lot dimensions
- ☐ Setbacks of buildings to property lines
- ☐ Location and full dimension of all buildings on the site (include decks, sheds, carport, cantilevers)
- ☐ Highlight location of deck/porch
- ☐ Lot coverage calculations
- ☐ Show easements & Right-of-Ways (where applicable)
- ☐ Locations of utility services

### FLOOR PLANS

- ☐ Outside dimensions
- ☐ Footings, foundation walls, slab, crawlspace construction details
- ☐ Post/column size and layout
- ☐ Joist size and layout
- ☐ Beam sizes & locations
- ☐ Rafter size and layout
- ☐ Truss layout (roof)
- ☐ Stair width, rise & run
- ☐ Guardrail locations & details

### CROSS SECTIONS & DETAILS

- ☐ Indicate portion(s) of building being renovated
- ☐ Finished grade
- ☐ Exterior finishes and flashing
- ☐ Height above grade (deck and roof)
- ☐ Footings, foundation walls, crawlspace construction details
- ☐ Post/column size, height and spacing
- ☐ Joist size and details (include ledgers or hangars)
- ☐ Beam sizes and spacing
- ☐ Roof pitch
- ☐ Rafter size and layout (roof)
- ☐ Truss layout (roof)
- ☐ Roof including materials, ventilation, drainage
- ☐ Floor to underside of roof height
- ☐ Details on attachments to existing walls (all framing members etc.)
- ☐ Stair & guardrail dimensions and details