



Building Permit Application Checklist for Decks

Follow the checklist on the next page as you draw up plans for your new deck. The items included are the minimum **REQUIREMENTS** for a successful building permit application and ultimate approval to build. Be sure to include our completed checklist and a one paragraph description of your project.

For more information check out our blog on the building code that applies to decks at <https://www.approvedcode.com/blog> or check out the AWC's Deck Construction Guide at <https://www.approvedcode.com/links> under "Guides and Codes."

For Permit Approval you need...

1. A **Completed Approved Code Services Checklist** (See Below)
2. A corresponding **sketch** including any and all necessary elements indicated by the **Checklist**
3. A **one paragraph** description of your project (including any special considerations that may apply)
4. A **Completed Building Permit Application**
5. All of the above turned in to your municipality

See our example sketch and paragraph on
the last page....



**APPROVED CODE
SERVICES**

Plan Review | Inspections | Consulting

REQUIRED INFORMATION

YES NO NA

COMMENTS

Footers – locations, depth, dimensions				
Support posts – locations, dimensions				
Beam/Header – location(s), dimensions, method of attachment to posts				
Joists – layout, spacing, dimensions				
Fasteners, lateral attachment methods (if not freestanding from house)				
Deck height off ground				
Handrail/Guard – post size, locations				
Handrail/Guard – height, baluster spacing				
Stair location, approx. tread and riser dimensions				
Drawings - Plan view and elevation				
GFI/WP/WR receptacle for deck? (if ≥ 20 ft ² usable space) (Power Outlet)				



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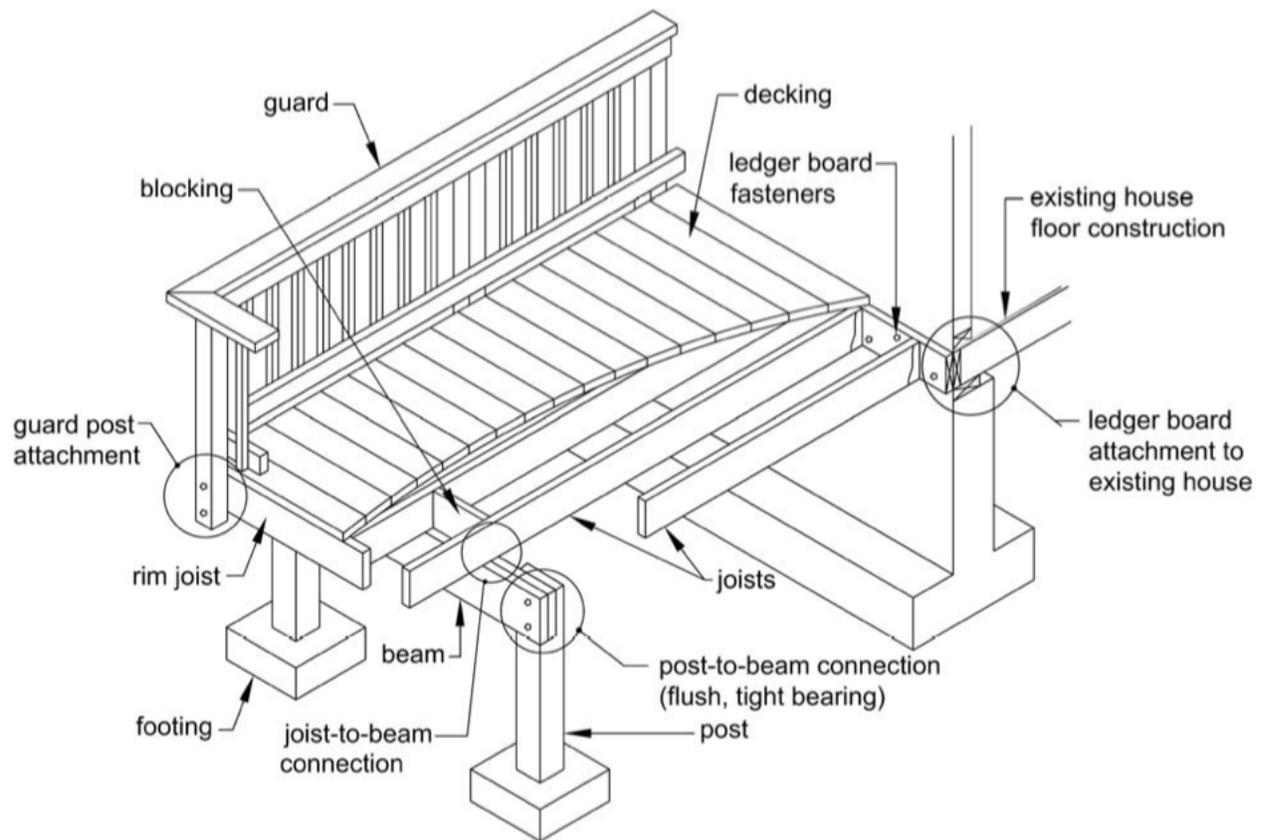
Paragraph Example:

“I’m building an 18’ by 20’ rectangular deck on ground-level, attached to my home’s back porch. It will include a railing around the left half, bench seating around the right half, and 3-step stairways on either side of the deck and in the very front.”

Sketch Example:

Courtesy of

<https://www.awc.org/pdf/codes-standards/publications/dca/AWC-DCA62015-DeckGuide-1804.pdf>



Disclaimer: The above sketch is not intended to be a perfect or exact replica to be duplicated for approval. It does not include all of the necessary elements or dimensions, its purpose is simply to give a reference point for how a successful sketch should generally look.