



Building Submittal Checklist
Residential Deck Permit
New and Existing Deck Changes/Replacement

Included in this checklist are the **minimum standards** for department review.
 This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Once the application is deemed “complete”, you will receive a phone call to pay the review fees. Then, the file will be released to all Community Development Departments for reviews. When all of the departments have approved the submittal, the Building Plans Examiner will reach out for permit payment and the permit will be issued.

You can check the status of your permit at any time using your address [here](#).

Applications receive 15 days for initial review.

After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments

ALL REQUIREMENTS MUST BE PRESENT AT THE TIME OF SUBMITTAL OR THE APPLICATION WILL NOT BE ACCEPTED

| CONTACT INFORMATION | FOR COUNTY USE ONLY | |
|---------------------|---------------------|---|
| Owner Name: | Permit #: | Plan Review Fees Collected <input type="checkbox"/> |
| Owner Phone #: | Parcel #/Address: | |
| Owner E-mail: | Use of Permit: | |
| Applicant Name: | Reviewed By: | |
| Applicant Phone #: | | |
| Applicant E-mail: | | |
| | Date: | Time: |

Will your deck be on piers? Yes No
If you checked yes, please call the site development department at (303) 679-2430 before completing this checklist to discuss the project

Will you be adding a fireplace? Yes No
If you checked yes, you must also apply for a Mechanical Permit by clicking [here](#).

LAND USE FORMS

All land use forms must be filled out completely or the application may not be accepted

| REQUIRED LAND USE FORMS | YES | NO | N/A |
|--|-----|----|-----|
| Deck Permit Application | | | |
| Zoning Verification Form | | | |
| Construction Site Sanitation Agreement | | | |
| Landowner Authorization | | | |

SITE PLAN REQUIREMENTS

[Click Here](#) for an example of an acceptable Site Plan

| SITE PLAN REQUIREMENTS | | | |
|--|--|--|--|
| Site Plan is drawn to scale – common engineering scale (maximum of 1" = 60') | | | |
| Title block, written and graphic scale, north arrow designating true north | | | |
| All items on Site Plan are Labeled & identifiable <input type="checkbox"/> Legend/Key Provided due to Plan not being labeled | | | |
| Property boundary(s) of the subject property(s), indicating front, rear and side lines; with dimensions <input type="checkbox"/> Secondary Site Plan Submitted to show all property boundaries and dimensions (for large properties) | | | |
| Location and dimensions of any existing and proposed buildings/structures and retaining walls | | | |
| Any existing buildings and structures and the proposed deck (ALL SIDES) are measured (in feet) to the nearest lot lines, road right-of-way's, or platted right-of-way's, whichever is closest to the eaves or projections from the building or structure (deck included) on each side. <input type="checkbox"/> Large Property, boundaries not shown at scale/dimensions missing (secondary Site Plan required) | | | |
| SITE DEVELOPMENT | | | |
| Driveway must be shown from access road up to existing and proposed structure(s) | | | |
| Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel <input type="checkbox"/> None present on property | | | |
| ENVIRONMENTAL HEALTH | | | |
| Location of proposed and/or existing water supplies on property (wells) | | | |
| Location and dimension of any existing or proposed On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.) <input type="checkbox"/> On public sanitation | | | |

CONSTRUCTION PLAN REQUIREMENTS

| CONSTRUCTION PLAN REQUIREMENTS | | | |
|--|--|--|--|
| BUILDING DEPARTMENT | | | |
| Wet stamp of PE or Architect on ALL structural pages | | | |
| Edition of Code is 2015 IRC (or newer) | | | |
| Design Loads Required Wind Load: _____ MPH Exp. C Required Roof Snow Load: _____ PSQ Design Wind Load: _____ MPH Exp. _____ Design Roof Snow Load: _____ PSQ | | | |
| Complete Detail of Engineered Foundation System | | | |
| Complete detail for all engineered framing, including floor framing for all floors, roof framing, wall bracing, stair detail, decks, etc. | | | |

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- COMPLETE**
Minimum submittal requirements have been met and the submittal has been accepted. Individual departments may require additional information in order to complete the review. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.

 - INCOMPLETE**
Minimum submittal requirements have not been met. The submittal is considered incomplete and is not released for department reviews at this time. Please see the above checklists for items marked "NO" and make the required changes prior to resubmitting any forms or revised plans. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.