



## Permit Application Checklist – DECK

**Home Owner/Builders:** The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

### Required Information:

2 complete sets of plans are required to be submitted along with the **Building Permit Application** for review and record. The plans shall include:

- **“Deck Checklist”** properly filled out.
- **Site Plan** with the following information:
  - Show size and location of existing house and propose deck
  - Show size and location of existing buildings on property
  - Show lot dimensions and shape
  - Show distance between buildings and property lines
  - Show North direction arrow
- **Floor Plans** with the following information:
  - Show overall floor plan of deck including stair location and dimensions, and all railing locations
- **Structural Drawings** with the following information:
  - Foundation, post, beam, and joist layout, sizes, locations, and spans.
  - A completed “Deck Checklist” form will provide most of the required structural information.
  - See also “BuildTECH Bulletin – DECKS, FAQ”.

### When is an Engineer Required?

- Professionally designed sealed engineer drawings may be required for the following conditions:
  - The use of screw piles.
  - Concrete piles in certain situations, including if they support roof load.

### Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- One inspection is required when the deck framing is complete, and it is ready for use including completion of all railings.
- If framing is to be covered with finishes, call for inspection prior to installation of any finishes.

### Inspection Call-In Program:

- It is the owner’s responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner’s expense.
- Contact BuildTECH at 306-370-2824, or call4inspection@gmail.com, to arrange for inspections; please provide at minimum 72 hours notice.