



DECK PLAN CHECKLIST

		Please check the boxes where items are included or needed.	
		INCLUDED	NEEDED
NOTE: Additional information may be required during plan check			
	1 TITLE BLOCK		
	Address of Property	☐	☐
	Designer/ Contact person with daytime phone number and email address	☐	☐
	2 LIST BACKGROUND INFORMATION		
	Owner's name, daytime phone number and email address	☐	☐
	Occupancy type, construction type.	☐	☐
	Assessor's parcel number	☐	☐
	3 SITE PLAN –scale 1/8" =1' or 1/10" = 1'		
	Show building , deck, distances to property lines, major site features	☐	☐
	Delineate between new and existing	☐	☐
	Show north arrow and sheet scale	☐	☐
	4 FLOOR PLAN (partial plan OK) –minimum scale 1/4" =1'		
	Show all rooms in proximity to deck	☐	☐
	Show all doors & windows within 5' of deck	☐	☐
	Show deck, railing, handrails, stairs	☐	☐
	Show dimensions	☐	☐
	5 ELEVATION(S) –minimum scale 1/4" =1'		
	Show/ indicate all finishes/materials	☐	☐
	Show deck height, guard rails, deck structure, stairs	☐	☐
	6 CONSTRUCTION SECTION		
	Show major section through deck	☐	☐
	Indicate all construction materials	☐	☐
	Delineate areas to show further detailing (see item 11)	☐	☐
	7 FOUNDATION PLAN		
	Show all dimensions	☐	☐
	Show location of footings	☐	☐
	8 FRAMING PLANS (for each floor and roof)		
	Show size and spacing of all joists, blocking, beams, stringers, tension ties, beam attachments	☐	☐
	9 DETAILS		
	Stairs (handrail, guardrail, rise/run)	☐	☐
	Ledger connection to building	☐	☐
	Tension Ties (deck to building) Minimum two places	☐	☐
	Post footings including post connection (depth, width, reinforcing)	☐	☐
	Guard rail post connection to structure	☐	☐
	Upper stringer attachment to deck/landing	☐	☐
	Lower stringer attachment at landing/bottom step	☐	☐
	Lateral bracing	☐	☐
	Handrail size & attachment	☐	☐
	Guard rail construction including opening sizes	☐	☐
	Other	☐	☐
	10 STRUCTURAL CALCULATIONS (for beams, lateral bracing, non-conventional design)	☐	☐
	11 SURVEY	☐	☐
	12 PHOTOS	☐	☐
	13 PLANNING APPROVAL (approval stamp required on plans)	☐	☐
	14 OTHER	☐	☐