



DECK SUBMITTAL CHECKLIST

Rev 11/14/2023

The following information must be submitted when applying for a permit to construct, enlarge or replace a deck that is more than 30" above grade when measured 3' out from deck.

- ☐ Completed Building Permit application
- ☐ PDF of site plan
- ☐ PDF of structural plans for the area of proposed work and areas affected by such work
- ☐ **Note: If more than 500 Square Feet of soil will be disrupted, a separate erosion control permit will be required. An erosion control plan is required with the application. You can find a sample erosion control plan at [Erosion Control\Residential Erosion Plan Submittal Requirements.pdf](#)**

Clearly distinguish between existing conditions {E} and proposed work {N}. Plan requirements are listed below.

SITE PLAN (DRAWN TO SCALE)

- ☐ Property address
- ☐ Indicate direction with a North Arrow
- ☐ Identify property lines with dimensions. Include proposed and existing structures
- ☐ Show existing and proposed deck to include dimensions and square footage

STRUCTURAL PLANS (DRAWN TO SCALE)

- ☐ Provide a PDF of structural plans for the area of proposed work and areas affected by such work
- ☐ Deck elevation showing all construction elements including post size and spacing, footing depth, post caps, bases, etc.
- ☐ Show all construction elements including post size and spacing, footing depth, post caps, bases, etc.
- ☐ Elevation plan to include location and size of footings, deck height, guardrail to include hardware
- ☐ Deck framing including dimensions, lumber size, beam spacing and span, joist sizes and spacing
- ☐ Guardrail detail showing attachment to deck to meet 200psf live load standard
- ☐ Positive connections including ledger attachment, joist hangers, 1500 pound lateral connections
- ☐ Engineering structural and lateral calculations are required for decks where the walking surface is 10 ft or higher than grade OR decks that will be supporting a hot tub. Must be stamped / sealed by a registered Oregon Engineer. **Irregular or unusual deck designs may also require structural engineering.** Please be aware every project is unique, there may be some situations where you will be asked to provide additional information.

[At this link you will find a prescriptive deck design](#) of multiple sizes that you may use for your deck project. Please note that this design must be followed exactly as it cannot be used if modified. Completed guide to be submitted in lieu of custom designed plans.