



BUILDING PERMIT CHECKLIST RESIDENTIAL DECKS

The following checklist identifies the minimum requirements for acceptance of an application for a building permit. Should any of the following items not be provided, the application may not be accepted.

A permit is required for all deck projects 30" (inches) or more above average existing grade and must comply with the established zoning requirements.

APPLICANT: Please mark each box to indicate that the requested information is included in your submittal. The information will be reviewed with the applicant to confirm that each item has been received. Please submit the number of copies indicated for each item requested.

APPLICATION: Submit two (2) copies each:

- A completed application form.
- Authorization of Application, to authorize an agent or representative to act on the property owner's behalf. Signed by the property owner before a notary public. (if applicable)
- A legal description of the property.

SITE PLAN: Submit two (2) copies each:

- The site plan must be drawn to scale preferably 1' = 10" or 1" = 20" on a minimum 8 1/2" X 11" size paper showing the proposed and existing structures in the plan view indicating:
 - North arrow
 - The scale used
- Existing and proposed streets surrounding the property
- Existing and proposed contours (5-foot intervals)

- If present, environmentally sensitive areas on the property, adjacent to the property, (such as wetlands, steep slopes, top and toe of slopes, creeks or streams or Lake Washington)
- Property lines
- Square footage of lot
- Square footage of total building and deck
- Distances from the proposed deck to the property lines and other building on site
- Title block indicating name, address and telephone number of applicant and owner and property address
- Legal description and assessors tax parcel number
- Location of existing and proposed easements

CONSTRUCTION PLANS: Two (2) copies of each:

- Construction plans for deck
- Direction, size, and spacing of all floor framing members;
- Cross-section showing details of footings through hand and stair railings;
- Guardrails are required if deck is 30" or more above average existing grade.
- Handrails are required for 4 risers or more
- All structural notes, details copied to plans and stamped by Engineer if deck construction is 3 stories or more.

ADDITIONAL ITEMS THAT MAY BE REQUIRED

- Two (2) copies of soils report from a licensed geotechnical engineer if geological hazard areas or steep slopes are present on an area to be altered.
- Two (2) complete sets of the approved Land Use Decision and/or State Environmental Policy Act (SEPA) Determination and all items required by those decisions.
- Land clearing, grading, excavating and filling permit is required for the use of any riding, earth moving equipment, or the excavation of 50 cubic yards or more.
- Demolition permit (if applicable)
- Tree removal (if any work is in a sensitive area, a sensitive area work permit will be required instead and the work is to be done by hand. (if applicable)
- Two (2) of SEPA Environmental Checklist, including one original (if applicable)
- Two (2) copies of gravity and lateral structural calculations
- Two (2) copies of small site drainage plan, if impervious surface exceeds the King County Surface Water Design Manual limits, square feet and/or the parcel is adjacent to sensitive areas (See small site drainage plan submittal requirements, Appendix C in the 1998 KCSWDM)