DECKS / PORCHES / COVERED PATIOS / CARPORTS / BREEZEWAYS AND PATIO ENCLOSURES / SUBMITTAL CHECKLIST

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE “B” OR “C”

PERMIT SUBMITTALS WILL BE ACCEPTED BETWEEN 8:30 A.M. & 4:30 P.M.

MONDAY THRU FRIDAY
Incomplete submittals will not be accepted at the permit counter

New Residential Code Requirement: Decks now require a building permit when attached to a dwelling or a part of a required exit path.

- Complete Application: Must be signed by Owner, Agent (with approved written authorization), or Licensed General Contractor
- Fees: Structure Less than 500 SF: $ 536.88 (includes tree protection if required)
  Structure more than 500 SF: Fee based on SF adding. Contact Building Dept. for additional information and to obtain a fee estimate.
- Construction drawings – 2 sets: 2 complete sets with all supporting documentation, and 1 without. Drawn to scale and organized into separate sets.
  - Pre-fabricated Patio Enclosures: Plans must include applicable code reference, anchor to slab/foundation detail, anchor to existing structure detail, and must be signed by a licensed architect or engineer. Support system (slab on grade, built up slab, deck, etc.) must be shown specific to the site. Existing slabs and/or decks, when attached to a dwelling, or must be included in the application for permit approval.
- Soils Report: (see soils report handout)
- Truss Calcs: If conventional construction with trusses.
- Structural Calcs: if necessary.
- Fire Severity Zone Requirements – See Fire Severity Zone Requirements handout available at the front counter or online)
- Fire Sprinkler Plans - 3 sets: If the project creates a roofed structure over 3000 sq. ft., non-habitable enclosed patio is not included in calculation, a complete residential fire sprinkler system is required. Do not attach to building plans.
- One additional copy of the floor plan minimum 11” X 17”
- Site Plan / Grading/Drainage Plan– 2 Sets: See “Elements of a Site Plan” and “Grading and Drainage Plan” handouts on-line or at permit counter. Sedimentation and erosion control must be incorporated into grading-drainage plan and must be in place from October 15th through April 15th.
- Trees: A tree protection plan is required for all construction within 20’ of the dripline of any native tree. An arborist report from a certified arborist is required for all construction within the dripline of any native tree. A separate tree removal permit is required if any native tree is proposed for removal. If there are no native trees on the site, please note that on the site plan.
- Grant Deed / Title Report (Required if name of applicant is different than Assessor’s records).