



## DECKS – PORCHES APPLICATION CHECKLIST

**Applicant must provide all applicable documents to submit application for plan review**

- Map Parcel Numbers from Real Estate Tax Receipt **OR** Recorded Deed to property
- Affidavit from owner if deed is not recorded in applicant/proposed owner's name
- Completed Building Permit Application with all applicable Contractors (Electrical) signed onto permit application plus an initial \$40.00 Application Fee (*this will be deducted from final cost of permit when application is approved and ready for pickup*)  
**PERMIT WILL NOT BE ISSUED WITHOUT APPLICABLE CONTRACTORS SIGNED ON!**
- Property located in a designated flood hazard area ( )Yes ( )No (*If yes, a flood development permit application may need to be submitted for approval*)
- Two sets of complete Building Plans drawn to a standard scale no less than 1/4"=1'
  - Floor plan – (*floor joist and post size & spacing, and structural elements*)
  - Elevations (*front, sides, rear views - include the grade lines*)
  - Complete wall section (*identify structural component sizes, roof, walls, piers, joists, decking, railing attachments etc....*)
  - Electrical plan (*where applicable, illustrate switches, outlets, fixtures, and service equipment.*)
  - Engineered Truss specifications (*roof framing layout key and each truss diagram*)
  - Two sets of complete site plans drawn to scale: *Up to 1 acre can use scale -1"=10' to 1"=60' -- over 1 acre can use scale up to 1"=100'. (Must be in increments of 10 only)*
    - *Include location & dimensions of existing structures, distance from lot lines & between structures*
    - *Location & width of any easements and/or right of way*
    - *Location & dimension of the proposed structure; distance from property lines & existing structures*

**Note: All applications and plans will go to plan review for further inspection of detail before approval will be granted for issuance. Other items or detail not designated above may be required.**