



Building Submittal Checklist
Residential Deck Permit
New and Existing Deck Changes/Replacement

Included in this checklist are the **minimum standards** for department review.
 This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Applications receive 15 days for initial review.
After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments

ALL REQUIREMENTS MUST BE PRESENT AT THE TIME OF SUBMITTAL OR THE APPLICATION WILL NOT BE ACCEPTED

Will your deck be on piers? Yes No
 If you checked no, please call the site development department at (303) 679-2436 before completing this checklist to discuss the project
 Will you be adding a fireplace? Yes No
 If you checked yes, you must also apply for a Mechanical Permit by clicking [here](#).

SITE PLAN REQUIREMENTS

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Site Plan is drawn to scale – common engineering scale (maximum of 1" = 60')			
Title block, written and graphic scale, north arrow designating true north			
All items on Site Plan are Labeled & identifiable <input type="checkbox"/> Legend/Key Provided due to Plan not being labeled			
Property boundary(s) of the subject property(s), indicating front, rear and side lines; with dimensions <input type="checkbox"/> Secondary Site Plan Submitted to show all property boundaries and dimensions (for large properties)			
Location and dimensions of any existing and proposed buildings/structures and retaining walls			
Any existing buildings and structures and the proposed deck (ALL SIDES) are measured (in feet) to the nearest lot lines, road right-of-way's, or platted right-of-way's, whichever is closest to the eaves or projections from the building or structure (deck included) on each side. <input type="checkbox"/> Large Property, boundaries not shown at scale/dimensions missing (secondary Site Plan required)			
SITE DEVELOPMENT			
Driveway must be shown from access road up to existing and proposed structure(s)			
Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel <input type="checkbox"/> None present on property			
ENVIRONMENTAL HEALTH			
Location of proposed and/or existing water supplies on property (wells)			
Location and dimension of any existing or proposed On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.) <input type="checkbox"/> On public sanitation			

CONSTRUCTION PLAN REQUIREMENTS

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BUILDING DEPARTMENT			
Edition of Code is 2021 IRC (or newer)			
Design Loads Required Wind Load: _____ MPH Exp. C Required Roof Snow Load: _____ PSQ Design Wind Load: _____ MPH Exp. _____ Design Roof Snow Load: _____ PSQ			
Provide complete foundation detail (piers or other), framing plan with ledger connection detail			