



DECK PERMIT SUBMISSION REQUIREMENTS

For a complete plan check, this submittal process must be followed

1. Complete the online **permit application form** in the Building Services Online Portal. (If this is your first time working with Draper, you will need to [create an account](#).)
2. Include with the portal application submission:
 - a) Drawings in **unlocked** electronic PDF format. (See below for drawing requirements)
 - b) The applicable Contractor's name as a contact OR If you are an owner-builder, be sure to complete the [Owner-Builder Certification](#) and include a signed copy with your permit application.
3. Pay \$100.00 **application fee**. This fee will be invoiced 24 – 48 hours after the permit is submitted and will be available on the portal. An email will be sent indicating that the invoice is ready to be paid. The permit fee will be invoiced and paid at the time the permit is issued. An email will be sent indicating that the permit is ready to be issued after the remaining fees invoice is paid.

Drawing Requirements

All submitted drawings must be properly formatted, in unlocked electronic PDF format, with consecutively numbered pages, inclusive within one PDF file (not individual pages.) All drawings should be drawn to scale.

Please provide the following (as applicable):

1. **A Site Plan** showing the proposed location of the structure on the property. The site plan must:
 - a) Show the locations of existing buildings, fences, retaining walls, and easements.
 - b) Show the locations of proposed utilities (natural gas, power, water, and sewer), if any, serving the proposed structure.
 - c) Dimensioned distances from the proposed structure to property lines and adjacent structures.
2. **Construction Drawings** which should be drawn to scale and should note if:
 - a) Roof snow load exceeds 70 psf
 - b) Area of the deck exceeds 120 ft²
 - c) The height of the deck floor above grade exceeds 8 ft.
 - d) Deck projects more than 8 ft from the exterior wall of the house
3. **Framing Plan** showing:
 - a) Floor joist size, spacing, and lumber type and grade.
 - b) Beam size, type, and locations.
 - c) Post size, locations, and connections to beams and footings or foundations.
 - d) Footing size, depth, reinforcement, and locations.
 - e) Deck connection to the house and flashing requirement.
 - f) Stair, landing, handrail details, and guardrail connection details and requirements.
 - g) Floor material