



BuildTECH

Consulting & Inspections Inc.

Building & Fire Code Consulting & Inspections

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Permit Application Checklist – DECK

Home Owner/Builders: The following information is required when submitting an application for a residential building permit and before a building permit is issued. The plan review will not begin until all required information is provided.

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE.

Required Information:

A complete set of plans are required to be submitted and shall include the following:

- **“Deck Checklist”** properly filled out.
- **Site Plan** with the following information:
 - Show size and location of proposed house, size and location of existing buildings on property, lot dimensions and shape, distance between buildings and property lines, and include a North direction arrow.
- **Floor Plans** with the following information:
 - Show overall floor plan of deck including stair location and dimensions, and all railing locations
- **Structural Drawings** with the following information:
 - Foundation, post, beam, and joist layout, sizes, locations, and spans.
 - A completed “Deck Worksheet” form will provide most of the required structural information.
 - See also “BuildTECH Bulletin – DECKS, FAQ”.

When is an Engineer Required?

- Professionally designed sealed engineer drawings may be required for the following conditions:
 - The use of screw piles.
 - Concrete piles in certain situations, including if they support roof load.

Required On-Site Inspections: (inspection requirements may change depending on the project type and size)

- One inspection is required when the deck framing is complete, and it is ready for use including completion of all railings.
- If framing is to be covered with finishes, call for inspection prior to installation of any finishes.

Inspection Call-In Program:

- It is the owner’s responsibility to contact BuildTECH to arrange for all mandatory inspections.
- Work shall not proceed to a point that would cover up any required inspection stages.
- Failure to notify BuildTECH with appropriate time frames could lead to measures to uncover work at the owner’s expense.
- Contact BuildTECH at 306-370-2824 to arrange for inspections; please provide at minimum 72 hours’ notice.