



TO: Development Services Customers
SUBJECT: **INFORMATION BULLETIN 151**
Uncovered Residential Deck Permits
DATE: October 1, 2008
Revised February 23, 2012/August 1, 2014/September 13, 2017
CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) has developed this **revised** Information Bulletin (IB) to describe the process and the minimum requirements for permitting uncovered residential decks. The bulletin has been revised to clarify permitting, document submittals, and inspection requirements. This will help ensure that your deck is built per code and passes the applicable building inspections.

Scope:

Residential decks are required to be permitted when:

1. The deck exceeds 300 square feet in area or,
2. The deck is more than 30 inches above grade at any point

I. Decks Built at the Same Time as the One- or Two- Family Dwelling

If the residential deck is to be constructed as part of and at the same time as the new one- or two-family dwelling, the applicant is to follow the instructions and submittal procedures listed in DSD [Information Bulletin \(IB\) 101](#). The construction documents submitted for the one- and two-family dwelling shall include the residential deck design details (i.e., footings, decking, stairs, handrails, guards, joist spans, etc.) to clearly show code compliance and will be reviewed as part of the residential building permit.

II. Structural Design for New Decks where there is an Existing Home - Application and Plans Submittals

Where a residential deck is to be built where there is an existing one- or two-family dwelling, the applicant is to submit the following to DSD:

- a. A completed "[General Repair/Residential Permit Application](#)" signed and dated by the applicant.
- b. Submittals for decks less than 1000 square feet and only one story shall include:
 1. A detailed site plan and construction details
 2. Easement locations, size of lot, footing dimensions, decking material types, to include foundation specifications, elevations, connections, structural beam anchorage, vertical/lateral attachments, guardrail details, stair design, beam sizes, ect. Customers may submit an Engineer/Architect design or follow requirements utilizing the latest adopted version of the [International Residential Code](#) Section R507 and [DCA 6 Prescriptive Residential Deck Guidelines published by American Wood Council](#).

3. Permit will be issued over permit counter.
- c. Submittals for decks greater than 1000 square feet or decks more than one story in height shall include:
 1. A completed, "[New Residential Construction Application](#)"
 2. Detailed site plans drawn to scale including all existing structures, setbacks, easements, and size of lot
 3. Engineered/Architect details and design to include foundation specifications, elevations, connections, structural beam anchorage, vertical/lateral attachments, guardrail details, stair design, beam sizes, ect.
 4. Residential plan review required
 5. Electrical wiring and equipment (if applicable) will require a separate electrical trade permit

III. Inspections

Decks less than 1000 square feet and only one story and installed utilizing the latest adopted version of the [International Residential Code](#) and [DCA 6 Prescriptive Residential Deck Guidelines published by American Wood Council](#)

1. CoSA conducts foundation and framing inspections (if work is uncovered and visible) for decks less than 48" above finished grade-**OR**-customer submits Engineer/Architect letter for framing, attachment, and foundation (if covered) to clear foundation and framing inspections
2. All decks 48" and greater above finished grade will require the customer to submit an Engineer/Architect letter to clear framing and foundation inspections
3. CoSA will conduct a Final Inspection on residential decks

Engineer designed decks less than 1000 square feet and only one story and installed per engineer's design:

1. CoSA foundation and framing inspection cleared by Engineer/Architect letter
2. CoSA Final Inspection

Engineered decks greater than 1000 square feet or more than one story in height:

1. CoSA foundation and framing inspection cleared by Engineer/Architect letter
2. CoSA Final Inspection

If you have any questions on this process, please contact the Plan Review Staff at **(210) 207-8297**.

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