

Millcreek City Council
Jeff Silvestrini, Mayor
Silvia Catten, District 1
F. Dwight Marchant, District 2
Cheri Jackson, District 3
Bev Uipi, District 4



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Residential Deck Building Permit Submittal Checklist.

- Scope of Work:
 - An itemized list of what you are proposing to do
- Contractor Information Sheet or Owner Builder Certification:
 - Names and contact info of who is doing the work
- Site Plan:
 - Location of property lines, existing structures, sidewalks, driveways, streets, sidewalk, curb, utility poles
 - Proposed construction
 - Setback/property line dimensions
 - Site drainage
 - Address
 - North arrow
- Existing Plans:
 - Clear plans showing existing area
 - Demolition notes and details
- Proposed Deck Plans:
 - Clear plans showing proposed deck
 - Dimensions of deck
 - Square footage of deck
 - Code version (2015 IRC)
 - Elevation view of each side
 - Cross section view (side view) of stair/guardrail
 - General notes and details of scope
- Structural Plans:
 - Footing, foundation, post, and/or beam sizes and schedules
 - Structural calculations
 - Details on how deck is attached to home
 - General notes and details

Note: Not all will apply to your project. Only provide the required information that pertains to your specific project.