

TEMPLATE · PERMIT

# Deck permit application checklist

Print, attach to your project folder, and check items off as you assemble the package. Bring the photographed copy to your building department appointment.

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## § I. DOCUMENTS TO GATHER

- Recorded plat showing lot lines, easements, and setback envelopes
- Current property survey (under 5 years old, or recent re-survey)
- Deed restrictions / HOA covenants (some HOAs require pre-approval before permit)
- Existing site plan / lot plan if previously approved for the property
- Existing structure as-builts if the deck attaches to a renovation

## § II. DRAWINGS TO PREPARE

- Site plan — north arrow, scale, lot lines, all setbacks dimensioned to the new deck
- Elevation — finished deck height, guard height, stair geometry
- Framing plan — joist size, spacing, ledger detail, blocking, post locations
- Pier-and-footing detail — pier depth, bell-bottom diameter, post-base hardware
- Stair detail — riser height, tread depth, total rise, handrail height

## § III. DIMENSIONS TO CONFIRM

- Rear-yard setback distance from deck edge to property line
- Side-yard setback distance from deck edge to property line
- Total lot coverage / impervious cover including the new deck (city-specific cap)
- Height from underside of joists to finished grade (IRC guard threshold is 30")
- Distance from deck edge to nearest gas line, AC condenser, or utility easement

## § IV. PRE-SUBMISSION SELF-REVIEW

The morning of your appointment, run this list. These are the twelve things DFW plan examiners flag most often.

- Site plan is signed and dated by the applicant
- All dimensions on the site plan and elevation match each other
- Setbacks are written numerically, not 'as shown'
- Joist size and spacing are labelled on the framing plan
- Ledger attachment to brick veneer has a specified flashing detail
- Pier depth and bell-bottom diameter are specified for expansive-clay soils
- Guardrail height is shown on the elevation if deck is above 30" off grade

- Stair geometry shows riser and tread within IRC tolerance
- Materials list is included (decking, joists, posts, fasteners)
- Permit application form is fully filled, including address and parcel number
- Owner signature is on every page that has a signature line
- HOA approval letter is attached if the property is in an HOA