

Building Checklist: Residential Decks

DEVELOPMENT & USE REVIEW

A building permit is required for all deck projects 30" (inches) or more above average existing grade and for all deck projects attached to a structure. Any deck projects must comply with the established zoning requirements.

The following checklist identifies the *minimum requirements* for acceptance of an application for a building permit.

INSTRUCTIONS: Please mark each box to indicate that the requested information is included in your submittal.

APPLICATION: Submit two (2) copies each:

- A completed [building permit application](#) form
- A completed [clearing and grading permit application](#) form (required for footings)
- [Authorization of Application](#), to authorize an agent or representative to act on the property owner's behalf (if applicable)
- A legal description of the property
- Bid for Construction time and Materials
 - If Construction by owner, provide List of Materials and costs, multiply total x 2

SITE PLAN: Submit two (2) copies each:

The site plan must be drawn to scale, preferably 1' = 10" or 1" = 20" on a minimum 11" X 17" size paper showing the proposed and existing structures in the plan view indicating:

- North arrow
- The scale used
- Existing and proposed streets surrounding the property
- Existing and proposed contours (5-foot intervals)
- If present, environmentally critical areas on the property and/or adjacent to the property, (such as wetlands, steep slopes, top and toe of slopes, creeks or streams or Lake Washington)
- Property lines
- Square footage of lot
- Existing and proposed lot coverage %
- Existing and proposed impervious surface %
- Distances from the proposed deck to the property lines and other building on site

- Distances from the proposed deck to any critical areas on site or adjacent to the site
- Title block indicating name, address and telephone number of applicant and owner and property address
- Legal description and assessor's tax parcel number
- Location of existing and proposed easements

CONSTRUCTION PLANS: Two (2) copies of each:

- Construction plans for deck
- Direction, size, and spacing of all floor framing members
- Cross-section showing details of footings through hand and stair railings
- Guardrails are required if deck is 30" or more above average existing grade
- Handrails are required for 4 risers or more
- All structural notes, details copied to plans and stamped by Engineer if deck construction is 3 stories or more

ADDITIONAL ITEMS THAT MAY BE REQUIRED:

- Two (2) copies of soils report from a licensed geotechnical engineer if geological hazard areas or steep slopes are present on an area to be altered
- Two (2) complete sets of the approved Land Use Decision and/or State Environmental Policy Act (SEPA) Determination and all items required by those decisions
- Demolition permit (if applicable)
- [Tree removal & replacement permit](#)
- [Critical Area Work Permit](#), if any work is in a critical area or its buffer, or [Critical Area Affidavit](#)
- Two (2) copies of gravity and lateral calculations
- Two (2) copies of small site drainage plan, if impervious surface exceeds the King County Surface Water Design Manual limits, square feet and/or the parcel is adjacent to critical areas



Owner of Record:**Property Address:****Owner/Authorized Agent:****Accepted by:** _____**Date Accepted:** _____**Helpful Hints**

- Only plans drawn in pen will be accepted – no pencil
- Two (2) sets of plans are always required – including revisions
- Plans will not be accepted via email
- Indicate the use and occupancy for which the proposed work is intended
- If plans have an engineer stamp, structural engineering calculations shall accompany the plans
- Plot plans are required for all additions

Questions?

For more information, contact the Building Department:

CKillman@cityoflfp.com

206-957-2815

[Permit Tech](#)

206-957-2813

Access to Information

Electronic versions of all forms, permits, applications, and codes are available on the Lake Forest Park website:

<http://www.cityoflfp.com/>Paper copies of all of the above are available at City Hall:
17425 Ballinger Way Northeast, Lake Forest Park, WA 98155
206-368-5440