

## Submittal Checklist for a New Patio or Deck

**Is a building permit required?** A building permit is required to construct either a **covered** deck or patio (regardless of the height above grade) or an uncovered deck or patio that is **more than 30" above ground level** or to construct a cover over an existing deck or patio (See Checklist BLF-285 for covers over existing decks/patios).

- This checklist is to be completed by the permit applicant to assure a complete submittal.
- The permit technician will also use the checklist to confirm a complete submittal. If the submittal is incomplete, it will not be accepted and the permit applicant will be asked to hold on to all documentation until their submittal is complete.

The following documents shall be submitted with an application to construct a residential patio or deck cover:

**A Site plan, showing the following information:**

- a. Drawn to scale (usually 1:20) with a North arrow
- b. Size and dimensions of lot showing any easements
- c. Show all locations and sizes of all existing structures and proposed patio cover and distance to property lines
- d. Location of overhead electrical lines
- e. Location of underground gas lines
- f. Setbacks of patio / deck cover to property lines

**Construction documents / plans showing the following:**

- a. Size and location of footings
- b. Size and location of posts
- c. Size and span of rafters or trusses
- d. Truss design and layout drawings if applicable
- e. Size and spans for headers and beams
- f. Roof style (example: gable, hip or shed)
- g. Metal covers will require complete plans
- h. Method of attachment of cover to the house (cannot attach to rafter tails of the house)
- i. Manufacturer of the cover

**Plans should be drawn to scale.** Normal scaling is ¼" per foot for the building plan and 1"=20' or 1"=30' for the site plans.

## **Building/Land Use Regulations**

**The following list includes most, but not necessarily all, of the building code and land use regulations for patios and decks.**

1. All covered decks/patios must maintain the same setbacks as the primary structure - typically 7.5' side yard and 25' rear yard. Uncovered decks/patios must maintain a 3' side yard setback. No decks/patios may be built in a drainage or utility easement.
2. Footings and piers must extend 30" below grade and bear on undisturbed soil.
3. A guardrail is required when the deck is more than 30" above grade.
4. One square foot of footing or pier is necessary for each 40 square feet of uncovered deck.
5. Handrails are required on at least one side of stairs and all open sides. Handrails are not required if there are 3 or less risers in the set of stairs.
6. Guardrails and stair railings shall have intermediate rails, or an ornamental pattern, close enough so that a 4" ball cannot pass through them.
7. Stairs shall have a maximum rise of 8" and a minimum step of 9" with a handrail of 34" to 38" above the nosing of the step. Stair risers shall be closed so that a 4" sphere cannot pass between the treads.

**Plan Review** (Allow 5 working days for plan review to be completed)

The plan reviewer will:

1. review for compliance with the zoning regulations, including setbacks, and complete a zoning certificate.
2. review for clearances from utilities.
3. review for compliance with the building code.
4. obtain approval from other departments (such as Planning and Engineering) when necessary.
5. confirm that the contractor is appropriately licensed with the City of Salina.