



Any exterior change (i.e., windows, doors, siding, decking) also requires Planning Department approval prior to issuance. **Submit the items listed below in your request for a building permit and include this completed checklist in your submittal.** A plan check fee will be required after the preapplication process is completed. If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.

### **When do I need a Permit:**

*No building permit is required for decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling, and do not serve an exit door.* However, decks are required to comply with land use and zoning requirements. Please check with the Planning Division regarding your project.

To submit your application, email the following items to [gogreen@monterey.org](mailto:gogreen@monterey.org):

1. A completed building permit application
2. A plan set in PDF format and signed by the design professional. (Note: this must be ONE DOCUMENT)
3. Supporting documents (i.e., Structural Calculations, Geotechnical Investigation Report, existing photos, etc)
4. This checklist completed and signed by the applicant, owner, or contractor.

**The latest edition of the California Building, Electrical, and Residential Codes, must be specified, including the year, on the cover sheet/1<sup>st</sup> page. Provide PDF drawings that are to scale (11"x17" minimum and all pages must be the same size), with a wet signature on all documents by the designer, to include the following:**

### **Plan Minimum Requirements**

Y N/A

*Shaded items below must be included in all deck plans*

- The front sheet of the plans shall include the name of the owner, owner's address, project address, designer, designer's contact information, designer's signature, a concise Scope of Work, the Occupancy and Type of Construction (as designated by CBC) and general notes. Include square footages, both existing and proposed.
- If you were required to go through the Planning process, **the Planning Division Conditions of Approval AND accompanying letter must be permanently affixed (i.e. incorporated) into the first sheet.**
- The second sheet of the plans shall include **Construction Best Management Practices** for Stormwater protection. See our website for this checklist ([monterey.org/building](http://monterey.org/building))
- If the plans have been prepared by a licensed professional, include their name, title, registration number, address, telephone number and email address on each sheet.
- Provide a **Site Plan** showing the proposed location of the deck, including setbacks from all adjacent property lines and other structures. Include finish elevations and existing grade elevations. Show all existing structures on the lot (i.e., house, detached garage, retaining walls). Show the north arrow. Show existing trees, including diameter, location, species, existing grade at base and driplines.
- Provide a tree protection plan, if applicable.
- Provide a floor plan and elevations. Include dimensions on the floor plan.
- Provide a **Foundation Plan and Framing Plan**. Prefab concrete pier blocks (if using) shall be set on concrete footings. Size footings in accordance with R507.3 of the CRC. Framing plan to show the joists and beam sizes, material, grades, and spacing.



- Provide a **Cross Section** view. If the deck is connected to the existing structure, show how the deck framing attaches to it. Indicate the structural framing that the deck will tie into. If attaching a deck to a ledger to existing framing, include a detail sufficient for lateral load transfer (R507.9.2 of the CRC), which requires the installation of **hold-down tension devices**. Call out hardware and anchors.
- Provide flashing details for the deck to wall connection and for the ledger to framing connection in accordance with CRC Sections 703.4 and Table R507.9.1.3(1). Approved corrosion-resistant flashing shall be applied shingle-fashion in a manner to prevent entry of water into the wall cavity or penetration of water to the building structural framing components. Self-adhered membranes used as flashing shall comply with AAMA 714. The flashing shall extend to the surface of the exterior wall finish where porches, decks, or stairs attach to a wall or floor assembly of wood-frame construction.
- Provide additional connection details, including but not limited to, bracing requirements to resist lateral forces.
- If the deck is greater than 30" above finish grade, a guardrail is required. Include details for the materials, grade, height, and attachment of the support posts. Provide materials and spacing of pickets or infill. If there are any steps down to grade, the plans shall include details specifying the rise and run of the stair treads and the structural framing. Handrails are required where there are more than two steps.
- Provide stair details showing framing sizes, footings, rise, run, and handrails and/or guardrails

**Please note:** Permits may only be issued to the property owner or a properly licensed contractor.

***I have read the above information and have submitted all the required information.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_