

DEVELOPMENT ASSISTANCE BROCHURE

Deck Permit

This **Development Assistance Brochure** provides some information about the permitting process for deck construction.

Building permits and building codes help to ensure your construction project is built right, will be safe and will last. Builders and homeowners are required to obtain a permit prior to constructing, altering or replacing a deck.



Getting a **deck permit** can take as little as an hour or as long as week depending on the complexity of your project, the information you provide and the reviewing staffs' workload at the time of application.

The **deck permit** process involves the submission of construction drawings for plan review approval. Then inspections

are required throughout the construction process to ensure your project is constructed to current code requirements.

Finally, a Certificate of Occupancy is issued which certifies that the deck was built according to the building code standards and stating what use is permitted.

The staff at the Yakima County Public Services Department are here to assist you. Please contact our office if you have any questions concerning this or any other development process @ (509) 574-2300.

Answers To Frequently Asked Questions

Q: When is a residential Deck Permit required?

A: A Permit is required for all deck construction. (IRC Section 105.1).

Q: Can anyone apply for a residential deck permit?

A: Yes. A property owner can hire a representative to apply for the deck permit. However, the property owner must sign the application form.

Q: If I build a deck under 200 square feet is it exempt?

A: Possibly. Under certain conditions some decks can be constructed without a permit. For instance, a 150 sq. ft. freestanding deck behind a single family residence, fourteen inches above the ground does not need a permit. Please contact the Public Services Department for more details.

Q: If I build a deck under 30 inches off grade is it exempt?

A: Possibly. There is an exemption from permitting requirements for construction of decks under 30 inches above. However, there are no exemptions from the zoning district requirements.

Q: Can I build a deck within or on a property line?

A: No. Deck construction must meet existing requirements for setbacks and lot coverage per the current zoning code. A particular zoning district and easement restrictions are also factors in determining compliance.

Q: What information do I need to apply for a deck permit?

- A:**
- ☒ Two sets of construction drawings and associated engineering
 - ☒ The site plan must be to scale and show the proposed structure as well as other structures located on the property within 50 feet of the deck. Show the distances between all structures and the distances between the proposed deck and the adjacent property line(s). Include the location of any wells and septic system located within the 50 feet detail area. See the *Minimum Site Plan Requirements For Decks Handout* for complete details.
 - ☒ A detailed narrative of the project (what are you proposing? Why are you proposing the work?).

Q: Can I turn in an incomplete application?

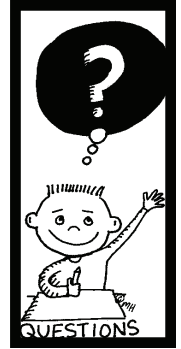
A: No. Incomplete applications will not be accepted. Due to the high volume of applications received by this Department, incomplete applications cannot be accepted.

Q: Where can I get a Deck Permit?

A: Customers may obtain a Deck Permit from the Yakima County Public Services Department, Yakima County Courthouse, 4th Floor, 128 N. 2nd St., Yakima, WA 98901. You can also call (509) 574-2300.

Q: Are permits required through any other agencies?

A: Yes. A permit is also required from the State of Washington Department of Labor and Industries if you plan to add electrical fixtures to your deck construction. They can be reached at (509) 454-3700. Also, you may require land use permits such as a setback adjustment or a Critical Areas permit if special situations exist on your particular property. Those can be obtained from the Public Services Department.





General Application for Construction

Project Tax Parcel Number (s) (Section 1) (use WWW.YAKIMAP.COM if needed)

Short Plat # OR Subdivision

Lot #

Official Use Only (Section 2)

Project #:

Date:

Case #:

Zoning: UAZO ☐

YCC ☐

Intake :

Section 3

Provide a **DETAILED** description of the project:

Valuation \$

Section 4 (continued on next page)

Below, Check ONE Box ☒ to Designate a **Main Contact Person**; fill in all other sections with persons associated with this project.

The property owner(s), by signing this form, hereby certify to the best of their knowledge and under penalty of perjury that they are the legal owners of the property, have reviewed the proposal as presented in the application, validate that it depicts an accurate and true description of the project proposed and wish to pursue the described project. Any change to the intent of the proposal project description must be submitted and reviewed prior to project permit issuance.

<input type="checkbox"/>	Property Owner:			Day Phone:	
	Mailing Address:		City:	State:	ZIP:
	Site Address (if different):				City
	E-mail:				
	<i>Signature (Required):</i>			Date:	
<input type="checkbox"/>	Contractor:			Day Phone:	
	Company Name (if any):				
	Mailing Address:		City:	State:	ZIP:
	Contractor License No.:			Expiration Date:	
	E-mail:				
	<i>Signature (Required):</i>			Date:	

Section 4 (continued from previous page)

<input type="checkbox"/>	Architect/Engineer/ Surveyor/Other:			Day Phone:
Company (if any):				
Mailing Address:		City:	State:	ZIP:
Professional License No.:		Expiration Date:		
E-mail:				
<i>Signature (Required):</i>		Date:		
<input type="checkbox"/>	Applicant/ Agent/ Consultant:			Day Phone:
Company (if any):				
Mailing Address:		City:	State:	ZIP:
<i>Signature (Required):</i>		Date:		
If there are additional property owners, provide an attachment in the same format and with the same declaration.				

Section 5**This Section To Be Completed For Construction Permits Only**

Pursuant to RCW 19.27.095 (2)(i-ii) The requirements for a fully completed construction application shall include:

- i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any:
- OR**
- ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project.

If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably be obtained.

<input type="checkbox"/>	Lending Agency Name:			Phone:
	Mailing Address:	City:	State:	ZIP:
<input type="checkbox"/>	I acknowledge by checking this box that this project has no lending agency for construction financing.			
<input type="checkbox"/>	Bonding Agency Name:			Phone:
	Mailing Address:	City:	State:	ZIP:
<input type="checkbox"/>	I acknowledge by checking this box that this project has no bonding agency.			

**If you are applying for a permit as an owner and acting as your own contractor,
please complete the following declaration:**

I acknowledge that I am applying for a construction permit thru the Yakima County Development Services Center. I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor's Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (print name) _____|certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner Signature _____ Date: _____

Deck Permit Intake Checklist Instruction Sheet

Date:

Fill in the date application is submitted.

Case:

To be filled in by intake staff.

Project:

To be filled in by intake staff.

Project Coordinator:

To be filled in by intake staff.

Project Description:

Applicant briefly describes work to be done for this application.

Site Address:

Give address of property where work is to be done for this application. IF the address is not available, put the parcel number in this space.

Owner:

Put the land owners name in this space.

This is not a review:

This checklist is a list of items required for a complete submittal of this permit application. A review will still need to be conducted to ensure the submitted materials meet all federal, state and local codes for the work being proposed.

Two complete sets of plans and associated engineering are required for submittal:

Two original sets of any plans and/or engineering are required for submittal

1. Application:

A completed application is required. The application must have a complete narrative of the work proposed (what are you proposing? Why are you proposing the work?) and the signature of the property owner as well as the property owner's agent (if any).

2. Site Plan:

The site plan must be to scale and show the proposed structure as well as other structures located on the property within 50 feet of the deck. Show the distances between all structures and the distances between the proposed deck and the adjacent property line(s). Include the location of any wells and septic system located within the 50 feet detail area. See the *Minimum Site Plan Requirements For Decks Handout* for complete details.

3. Subdivision/Zoning Decisions:

List Zoning and/or subdivision decisions related to the subject property.

4. Foundation Plan:

Include footings and foundation size/spacing, crawlspace, etc. See *Foundation Plan Handout* for more details.

5. Floor Framing Plan:

Show a plan view of the floor(s) showing wall layouts, uses, doors, windows, etc.

6. Cross Section:

Show the structure from the roof through the foundation in a cut-away detail. See the *Typical Cross Section Detail Handout* for more details.

7. Elevations:

Include scaled drawings of the front, rear, and sides of the proposed structure noting roof pitch and final grade. See *Elevations Handout* for additional info.

8. Ledger Size & Attachment Mechanism:

What size ledger are you using and how are you attaching it?

9. Connection Details:

How are you connecting the deck to the house? (Do not use nails)

10. Stair & Railing Details:

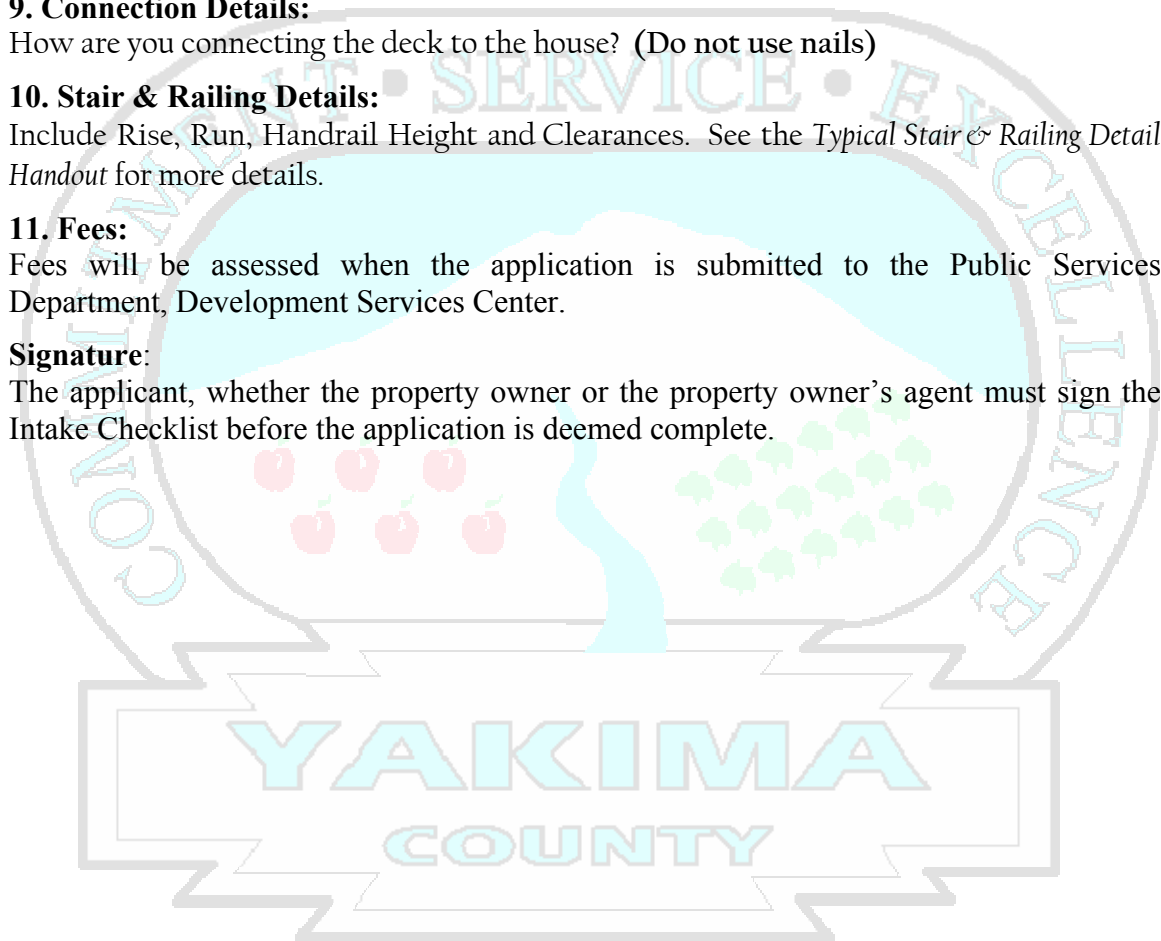
Include Rise, Run, Handrail Height and Clearances. See the *Typical Stair & Railing Detail Handout* for more details.

11. Fees:

Fees will be assessed when the application is submitted to the Public Services Department, Development Services Center.

Signature:

The applicant, whether the property owner or the property owner's agent must sign the Intake Checklist before the application is deemed complete.





Deck Submittal Checklist

For Official Use Only			
DATE:	PROJECT:	CASE:	
PROJECT COORDINATOR:			PHONE: 574-2300

Applicant Information	
PROJECT DESCRIPTION:	
SITE ADDRESS:	
OWNER :	PHONE:

THIS IS NOT A REVIEW. This list is used to assure that your submittal includes at least the minimum information needed to start the review process. YOUR APPLICATION WILL NOT BE PLACED ON THE REVIEW WORK LIST UNTIL ALL APPLICABLE ITEMS HAVE BEEN SUBMITTED. The information required is listed below.

Two complete sets of plans and associated engineering are required for plan submittal

Required Submittal Items			Intake Staff Comments	Intake Verification
	YES	N/A		
1.	<input type="checkbox"/>	<input type="checkbox"/>	Application	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (See the "Minimum Site Plan Requirements" Handout	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	Zoning/Subdivision Decisions that may be associated with project	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	Typical Cross Section Through Structure from Roof Through Foundation	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	Roof Construction Plan	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	Roof Truss Layout Plan and Associated Engineering	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	Elevation Plan (Each Side of Structure)	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	Ledger Size (Attachment to Wall) (Provide Size and Spacing of Fasteners) (i.e.: Lag Bolts)	<input type="checkbox"/>



Deck

Submittal Checklist

Required Submittal Items				Intake Staff Comments	Intake Verification
10.	<input type="checkbox"/>		Post to Rafter or Beam Connection Detail (i.e.: Simpson Bracket and Number)		<input type="checkbox"/>
11.	<input type="checkbox"/>		Fees Paid		<input type="checkbox"/>

By signing this form you are certifying that the above information is attached and accurate.

Signature: _____ Date: _____