

DECK PLAN CHECKLIST



Town of Apex Building Inspections and Permitting Phone: 919-249-3418 Email: ePermit.Notify@ApexNC.org

ALL permit submittals must include the following (application & forms available at <https://www.apexnc.org/188/FormsApplications>)

- Plan Review fee of \$100
- Completed deck plan checklist
- One & Two Family Dwelling Permit Application (hand-signed or docu-signed)
- Plot Plan (8.5" x 11 or 8.5" x 14") show HVAC & utilities; dimensions to property lines, impervious surface SF.
- Homeowner-Exemption-Questionnaire if applicable
- Affidavit of Workers Compensation Coverage (projects over \$40,000)
- Certificate of Liability Insurance showing Workers Comp Coverage (projects over \$40,000)
- If work is NOT being done to primary residence provide NC Lien Agent Designation Form (projects over \$40,000)

Project Address _____

To ensure your deck plan package is complete, confirm that all boxes above and below are checked and all the information is included. For the engineering related boxes, please check the box to the left if it applies, or the box to the right (N/A) if the condition does not apply to your project.

- 1) **Plot Plan** (Must show the building structure outline, decks, porches, easements, cantilevers, mechanical equipment, electrical panels, service equipment; and indicate their distances to property lines.)
- (A) Electrical panel/service equipment is not located within the footprint of the deck
 - (B) Mechanical equipment/venting systems are not located within the footprint of the deck

If on well/septic: Wake county approval is needed. Please go to <http://www.wakegov.com/water/wastewater/Pages/default.aspx> to apply for the approval. You will be applying for an Accessory Structure permit. Once approved you will need to provide us with the plot plan that has the Wake County approval stamp. This will be a red stamp stating what they are approving. If you have any questions please contact: Jill Perkins Jill.perkins@wakegov.com 919.856.7342 office | 919.868.6410 mobile

- 2) **1-2 Family Dwelling Permit Application** (Must be complete including an authorized signature)

3) **Building Plans**

- (A) Drawn to scale (1/4" = 1')
- (B) Name and address of the person responsible for the design
- (C) Elevation drawings and construction details provided as necessary for clarification Label anything already present as "EXISTING".
- (D) Brace all decks per NCRC Appendix M <https://codes.iccsafe.org/content/ncrc2018/appendix-m-wood-decks>
- (E) Plan (Top) View. Include all necessary structural details identifying the following:
 - Footing sizes (thickness, width, and depth) and locations of each footing
 - Girder size, type of material, and locations of each utilized
 - Floor joist size, type of material, spacing, and direction of span
 - Dimensions between supports of all structural members
 - Treated floor decking material per Appendix M
 - Location of deck electrical receptacle
- (F) Photo(s) of existing elevation where deck is to be added.

- 4) **Engineering** (All conditions below require design by a NC Design Professional, i.e. engineer or architect):

- Deck supported by a cantilever (i.e. bay window) N/A
- Point loads not supported directly to a foundation or footing N/A
- Floor joists cantilevered beyond girder more than permitted in Table 502.3.1(2) (see Appendix M) N/A
- Spas supported by a wood floor system N/A
- Wood floor system designed for loads greater than 40 lbs/sf live load or 10 lbs/f dead load N/A

Electrical Systems (permit is required for new electrical work)

- (A) One GFCI receptacle, accessible from grade, is required at the front and rear of the dwelling.
If new work makes an existing receptacle inaccessible from grade, an additional receptacle must be added.
- (B) One GFCI receptacle within the perimeter of the porch when accessible from the dwelling unit.

- 5) **Sample Deck Plan attached (page 2)**

- 6) **Required Inspections (schedule through ePermit portal or call 919-249-3388)**

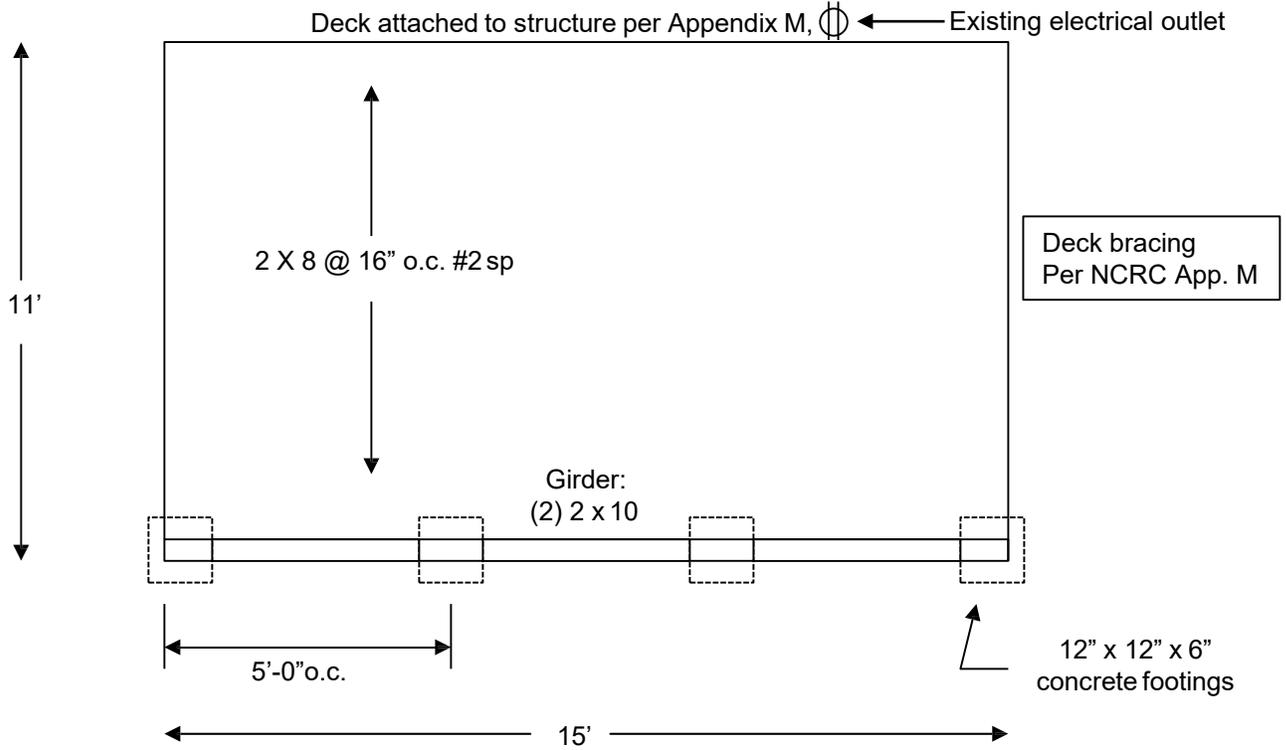
- (A) Footing Inspection (footing excavation inspected **prior** to placement of concrete)
- (B) Open floor frame Inspection (when floor joists are closer than 24" to the ground, prior to decking)
- (C) Rough in Inspection(s). All rough-in work must be complete and accessible for inspection.
- (D) Final Inspection(s). All work must be complete and

Designer:
 John Q. Public
 100 North Main Street
 Apex, NC

Scale: 1/4" = 1'-0"

Sample Deck Plan

This is an example of a deck plan that would be acceptable for plan review. Remember to provide all information required by the Deck Plan Checklist. The details below the double line are for your information only and are not required as part of the plan submittal.



Common Construction Details (not required as part of the plan submittal):

