



Town of Apex  
 Inspection Division  
 Phone 919-249-3418 Fax 919-249-3407

## DECK PLAN CHECKLIST

### ONE & TWO-FAMILY DWELLINGS

ALL permit applications must include:

- \$100 Plan Review Fee
- 1 Copy of the Permit Application
- 2 Sets of Building Plans
- 2 Plot Plans (8½" x 11" or 8½" x 14" only) - show HVAC, elec & gas meter locations
- Complete Deck Plan Checklist for One & Two Family Dwellings
- Copy of Homeowner's Exemption Questionnaire, if applicable
- Workers Compensation Compliance Verification (over \$30,000)
- Certificate of Insurance showing Workers Comp coverage if applicable (over \$30,000)
- Wake Co Approval Required if on Well or Septic System

Project Address \_\_\_\_\_ Lot/Subdivision \_\_\_\_\_

**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 ( /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
  
- 2) **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
  - (D) 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,6 (i.e. 5/4 x 6, or 2 x 6 S4S)
    - Location of deck electrical receptacle
  
- 4) **Engineering** (All conditions below require design by a NC Design Professional, i.e. engineer or architect):
 

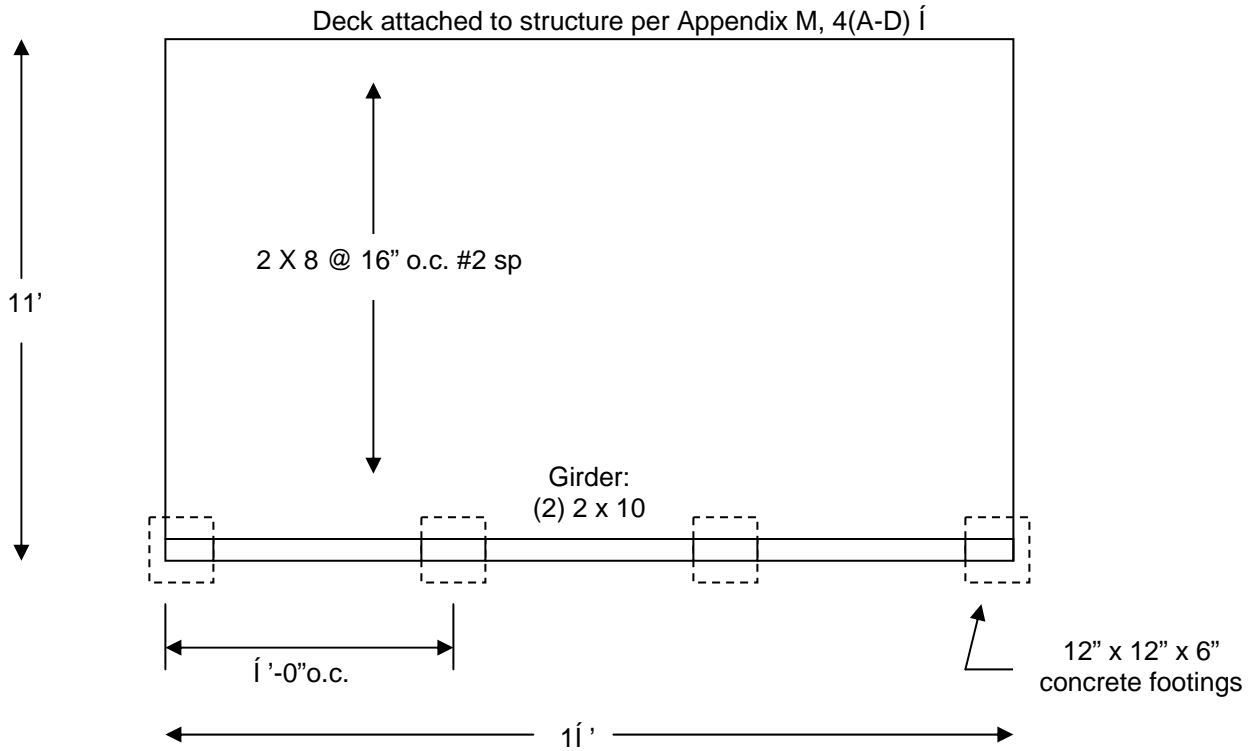
<input type="checkbox"/> Deck supported by a cantilever (i.e. bay window)	N/A <input type="checkbox"/>
<input type="checkbox"/> Girders cantilevered more than 16" beyond the post supports	N/A <input type="checkbox"/>
<input type="checkbox"/> Point loads not supported directly to a foundation or footing	N/A <input type="checkbox"/>
<input type="checkbox"/> Floor joists cantilevered beyond girder more than permitted in Table 502.3.3(1)(see App M,9)	N/A <input type="checkbox"/>
<input type="checkbox"/> Cantilevered floor joist less than 2 x 8 @ 12" oc (see App M,9)	N/A <input type="checkbox"/>
<input type="checkbox"/> Spas supported by a wood floor system	N/A <input type="checkbox"/>
<input type="checkbox"/> Wood floor system designed for loads greater than 40 lbs/sf live load or 10 lbs/f dead load	N/A <input type="checkbox"/>
  
- 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 (call 919-249-3388 to schedule)**
  - (A) Footing Inspection (footing excavation inspected **prior** to placement of concrete)
  - (B) Floor Joists Inspection (when floor joists are closer than 24" to the ground, prior to decking)
  - (C) Final Inspection. All work must be complete and accessible for inspection.

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

**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.

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



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

