

Application Checklist: Decks – New or Addition

Project Address: _____

DRAWINGS REQUIRED (Please check off all items being submitted)

Example plans on website

- 2 sets of plans – 24" x 36" standard size, drawn at ¼" = 1'- 0" unless noted otherwise (graph or lined paper not accepted)
- Site Plan (scale not less than 1/8" = 1'- 0 include project data)
- Floor Plans (include foundation and structural information)
- Cross-Section (include all construction assembly information)
- Exterior Elevations (show all sides of the building affected by the new deck)
- Structural Plans (as required)

DOCUMENTS REQUIRED

- Completed Application Form
- Owner's Authorization of Agent Form (if applicable)
- Proof of Ownership (if acquired within the last 3 months)
- Letters of Assurance – Schedule B's from certified professionals (if applicable)
- Strata Council Letter indicating Strata's knowledge/acceptance of proposed project