



DECK PLAN SUBMITTAL CHECK LIST FOR STRUCTURAL PLAN REVIEW

Check lists must be completed and signed with all submittals for structural plan review. Items checked which have not been provided ***will result in rejection of the permit application at the time the structural plan review is processed.*** Please check your submittal carefully to avoid delays. Do not check items that do not apply*. See the Stafford County Deck Details, available through the Permit Office or on line @ www.co.stafford.va.us for additional application and construction information. Stafford County reviews plans based on prescriptive code requirements, complex structures which can not be reviewed using prescriptive methods may be returned requiring an engineered design submittal.

*Decks being constructed in strict accordance with the "Stafford County Deck Details" (SCDD) do not require a plan review and will not be charged a plan review fee. Completion of this check list is not required if a plan review is not being requested. Deck's being constructed under the SCDD must be **single level**, single or multiple span structures and meet the following minimum requirements, without exception:*

- *Decks must be for residential use only*
- *Construction must be in strict accordance with the SCDD*
- *No hot tubs gazebos, pergolas, covers or trellises can be installed*

See the SCDD for additional information and specific requirements

Check all items and sign below

- Completed Residential Building Permit Application (RESCHG) is attached.
- Two copies of the plan are attached, plan is scaled 1/4 or 1/8 inch/foot minimum; reproduced copies have been checked and the scale is accurate. Home Center type plans have been checked, and if necessary, converted to the correct format.
- The total area of the deck is indicated on the permit application, incorrect information will result in rejection of the plan at time of review.
- Plan is larger than 11x17 inches and an electronic copy (CD) has been provided of the plan in PDF or JPG format. The CD is marked showing the job location and has a space for entering the assigned permit number. (plans 11 x17 inches and smaller do not require electronic copy).

- The following scaled views have been provided (stairs, landings and roofs are shown on the plan, as applicable):
 1. Front elevation
 2. Side elevations
 3. Plan view (show outline of structure deck will be attached to on plan view)

- All footing sizes are identified.

- Covered decks show roof attachment details to existing structure, roof pitch, after size & spacing, roof sheathing, header sizes, rafter tie size and elevation location/ceiling joist size & spacing, ridge board/ ridge beam size, roof support posts sizes and locations.

- All beam and support post locations have been shown and all beam sizes have been provided

- All beam cantilevers are shown with measurements from centerline of posts; cantilevers larger than maximums indicated in the Stafford County Deck Details (SCDD) have an engineered design attached.

- All joist sizes are shown with spans measured from centerline of beams, joist cantilevers larger than SCDD maximums; have an engineered design attached.

- Decking material and orientation is shown on plan.

- Deck is Ledger mounted
 1. Band board type is indicated on plan (solid 2 inches thick or 1¼ inch manufactured rim joist size).
 2. Band board does not meet SCDD requirements; engineered design is attached.

- Deck is free standing; if height to bottom of joists is 2 feet or more off grade lateral bracing will be installed.

- Guardrail system is in strict accordance with SCDD or separate engineered design has been provided.

- Composite guardrail system is being installed and test data (evaluation report) is attached along with installation instructions (make sure testing has been done on the complete system (guardrails & posts). See SCDD for information on how to obtain reports.

- Guardrail incorporates trellis; engineered design is attached.
- Any details which conflict with the SCDD construction requirements are specifically referenced in the plan submittal.
- I will not be picking up plan and request plan review and permit be mailed to me at the following address (cost is \$2.00 per page).

Please Print

Name _____

Street _____

City _____

State _____

Zip Code _____

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT ALL CONSTRUCTION WILL COMPLY WITH THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE AND APPLICABLE ORDINANCES. THE PERMIT HOLDER IS THE RESPONSIBLE PARTY FOR COMPLIANCE WITH THE VUSBC AND OTHER ORDINANCES.

Print Name: _____

Owner Contractor Authorized Agent

Signature: _____

Contact Phone Number: _____

Alternate Phone Number: _____