



Small Town. Real Life.

SINGLE FAMILY BUILDING PERMIT FOR DECKS CHECKLIST

ALL SUBMITTALS MUST BE COMPLETE
APPLICATIONS SHALL BE SUBMITTED ON THE [OPENGOV PERMIT PORTAL](#)

This checklist identifies minimum application elements necessary for the City of Duvall to accept the application. Should any of the following minimum items not be provided, the application may not be accepted.

Please check all completed items and write N/A for items that do not apply. Items listed must be clearly delineated on the plans to ensure a timely, consistent and accurate plan review. Please provide plans and specifications or engineering calculations, if required.

Requirements for a complete application:	Required	N/A
Site Plan: please see site plan sample	[]	
The map scale. A scale of 1" = 10' is minimum. Minimum sheet size of 11"X17".	[]	
Contour Lines at 2-foot intervals (existing in light grey, final in black bold)	[]	[]
The dimensions between buildings, and from buildings (including overhangs and projections) to all property lines.	[]	
Clear distinction between any existing and proposed buildings or site features. (e.g. shade existing or proposed)	[]	[]
Building Footprint & Eave Outline		
The locations and square footage of all existing and/or proposed driveways, walkways, decks, patios, and other impervious surfaces, indicating surface materials and dimensions.	[]	[]
All streets and alleys, with street names. Note the nearest cross street.	[]	[]
The location, dimensions and square footages of all existing structures.	[]	[]
The use of each building or area (garage, residence, ADU, shop, shed, etc.). Include window wells, retaining walls, rockeries, and fences.	[]	[]
Finished grades, any steep slopes (15% or greater) and/or fill areas.	[]	[]
The height of fences, decks, retaining walls and rockeries (top and base).	[]	[]
Finished floor elevations, including garage floor, building corner elevations.	[]	[]
Lot coverage (area of impervious surface) and supporting calculations. Provide separate subtotals for buildings, driveways/ parking areas, and walkways/ patios. Identify existing, proposed, and replaced impervious surfaces.	[]	[]

Floor Area Ratio (FAR) calculations shall be provided by structure (garage, house, shed, etc.) and area (in square feet) by floor of existing and proposed structures.	[]	[]
Drainage facilities- positive drain, downspouts, catch basins, flow control devices, and infiltration facilities.	[]	[]
Significant & Exceptional Trees (Inner and Outer Critical Root Zones)	[]	[]
Driveway Detail (elevations, width, length, slope. Note: Max slope is 12%). Strip Drain required for reversed slope driveway (show tie-in)	[]	[]
Any Sensitive Areas and Associated Buffers	[]	[]
Storm Drainage (both natural and constructed drainage ways)	[]	[]
Construction Plan Requirements: Building Elevations	[]	
Footings, beams, girders, columns and post sizes	[]	
Direction, size and spacing of all framing members	[]	
Stairways and handrails (if proposed)	[]	[]
Guardrail and rails	[]	[]
If constructing a covered deck or patio, the deck and or covering must be designed and analyzed by a licensed Washington State Engineer. Criteria and calculations from the Engineer are required with prescribed details noted on the plans.	[]	[]
Square footage of deck	[]	

See also www.mybuildingpermit.com/guidelines-and-tip-sheets for handrail, guards, and residential deck tip sheets.

For assistance, please contact Permit Specialist at permit.technician@duvallwa.gov or 425.788.2779

Sample Site Plan

