



## Decks Requirements Checklist

### Checklist for Decks<sup>1</sup> for One-and Two-Family Dwellings and Townhouses

REFERENCES: [2018 International Residential Code \(IRC\)](#)  
[Boulder Revised Code, 1981 \(B.R.C.\) - Title 10 Structures](#)  
[Boulder Revised Code, 1981 - Title 9 Land Use Code](#)  
[2018 International Wildland-Urban Interface Code \(IWUIC\)](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for an attached or free-standing deck to be accepted for review. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

For more information on any of the application requirements, refer to the [Residential Building Detailed Requirements Attachment](#). For information on how to prepare an application for submittal, refer to the [Online Permit Application Guide](#).

REQUIRED APPLICATIONS, FORMS AND SUPPLEMENTAL INFORMATION:

- [Residential Building Permit Application Application for One and Two-Family Buildings, Residential Accessory Buildings and Townhomes](#)
- [Maximum Floor Area \(FAR\) and Building Coverage Worksheet](#)
  - Required for decks more than 30 inches in height from adjacent grade, including the height of any required guard.
- [Stormwater & Flood Management Plant Investment Fee Calculation Form](#)
  - Required for decks with an impervious surface or underlayment.

PLEASE VERIFY THE FOLLOWING PRIOR TO PERMIT SUBMITTAL:

- Is any portion of the proposed deck more than 30 inches in height measured from the walking surface to adjacent grade? If so, a [Lot Area Declaration Form](#) is required at the time of submittal.
- Is any portion of the proposed deck in a flood zone? If so, a [Floodplain Development Permit](#) is required at the time of submittal.
- Is any portion of the proposed deck in a regulatory wetland area? If so, a [Wetland Permit](#) is required at the time of submittal.

<sup>1</sup> Decks must be completely uncovered and unenclosed to use this checklist. For covered decks, use the New Construction and Additions checklist.

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- Are decks for this property regulated by a previous development agreement (PUD) or site review? If your property is zoned RL-2, there is a good chance a PUD applies to your property. If so, an [Administrative Review](#) for a [Minor Modification](#) or other development review process may be required as well as a copy of a disposition and a City-stamped copy of approved plans; please speak to a project specialist about your project.
  - Is the property within a historic district and/or is it an individual landmark? If so, a [Landmark Alteration Certificate](#) will be required to be submitted and approved prior to building permit submittal.
  - Is the property located within a [Wildland-Urban Interface Zone](#)? If so, compliance information is required for all new decks and for any replacement or repair of decks requiring a permit for properties located within the Wildland-Urban Interface as identified in the [City of Boulder Structure Protection Plan](#); please speak to a project specialist about your project.
  - Will retaining walls, significant grading or changes to site drainage be a part of your project? If so, please provide two copies of a grading and drainage plan (prepared by and stamped by a Colorado-licensed engineer) in your construction plan sets.

#### CONSTRUCTION PLAN SET (minimum requirements for submittal):

Plan drawings shall be drawn to scale with a graphic scale bar on every page. A 3" x 3" square shall be provided in the lower right corner of the first sheet for the City's approval stamp. All sheets shall be the same size (oriented so that north is up) throughout the entire plan set, and of adequate size to clearly convey all information.

For a comprehensive deck building guide with illustrations, please refer to the American Wood Council's DCA6: Design for Code Acceptance, [Prescriptive Residential Wood Deck Construction Guide](#).

#### Site Survey prepared and stamped by a Colorado Licensed Land Surveyor

- See the Survey Handout to determine what type of survey is required for the proposed scope of work.
  - Topographical contours are required on the survey if the lot has a slope greater than 1':25' [4% slope, or 2.3°] within 25 feet of a proposed attached deck.
  - The survey should include the height of the principal building for all attached decks and identify any new low point of the building created by the proposed deck addition.

#### Site Plan

- A site plan is required for all decks, regardless of location, height or whether it is a like-for-like replacement of an existing deck in order to verify setbacks, building separation, building coverage, the location of easements and safe distances from overhead power lines.
  - Site plans must be drawn to scale and use a common engineering scale of 1" = 10' or 1" = 20'. The occasional use of 1/8" = 1' or 1/4" = 1' is acceptable when all information can be clearly conveyed at that scale.

#### Solar Access Plan

- Required for attached decks over 12 feet in height measured from adjacent grade and including the height of any required guard.

#### Framing Plans

- Required to show the following:
  - Wood species and structural grade of framing members.

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- Size, spacing and span of joists, beams, girders, posts, stair stringers and any other relevant framing elements.
  - The type, size and spacing of structural fasteners and connectors.
  - Indicate whether the wood has been pressure treated with a wood preservative.
  - Footing Plan and Footing Details
    - Can be included on the framing plan if all details are clear and legible.
    - Include the location, spacing, diameter, material, depth and attachment/connection details including the number, size and type of fasteners.
  - Building Elevations
    - Required for attached decks and freestanding decks less than 3 feet from a principal or accessory building.
      - Include the locations of all existing windows and doors.
      - Identify any locations where tempered glass is existing or will be required.
      - Include the height of the proposed deck, measured from adjacent grade, to the walking surface and to the top of any required guards.
  - Ledger Board Attachment Details
    - For attached decks only.
      - Include information on the existing siding and framing.
      - Include flashing details and the type, size and spacing of ledger board fasteners.
  - Stair, Stringer and Landing Details
    - Include the rise and run of the stairs, the number of risers and the stair width.
    - Provide the number, size and spacing of stringers.
    - Provide the type, size, and slope of landings.
    - Provide attachment/fastener details for all connections.
  - Guard and Handrail Details
    - Include the height and fastener/attachment details for any required guards and handrails.
    - Include handrail type and size and attachment/fastener details.
    - Include dimensions for baluster spacing.
  - Exterior Stair Lighting Information
    - Indicate on the plan set how any exterior stairs will be illuminated.
    - As a condition of the permit, all exterior lighting is required to meet the City of Boulder's Outdoor Lighting Requirements as identified in [Section 9-9-16 of the B.R.C.](#)

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Fire-resistive Assemblies

- Required for all structures located less than 5 feet from property line.

Structural Drawings

► I certify that I have reviewed this checklist and have incorporated the applicable requirements into my construction plans for this submittal. I certify that all plans are clear and legible. I understand that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of the 2018 IRC as amended, [Section 10-5.5 of the B.R.C.](#), as it applies to structures covered by the scope, relevant portions of the [2020 City of Boulder Energy Conservation Code](#) and [Title 9](#) of the B.R.C., and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IRC or the B.R.C.

Please contact the [Planning and Development Services Center](#) for more information.