



# DECK Checklist

Building Inspections | City of Savage | 6000 McColl Drive, Savage, MN 55378 | Office: 952-882-2650

Complete this checklist form for new, repair, and decks, and submit it electronically to the documents file folder in ePlans. Incomplete submittals or illegible plan review documents will be rejected.

**CHECKLIST MUST BE FILLED OUT AND INCLUDED WITH YOUR EPLAN SUBMITTAL**

PROPERTY OWNER INFORMATION			
Site Address:			Parcel ID:
Lot:	Block:	Subdivision:	
Property Owner Name:			Phone:
Email:		Estimated Value of Work (include labor) \$	
APPLICANT/CONTRACTOR INFORMATION			
Applicant Name:			License #:
Email:			Phone:
Contractor (if different):			Phone:
SUBCONTRACTOR INFORMATION (if applicable)			
Plumbing:		Phone:	License #:
Mechanical:		Phone:	License #:
Fire:		Phone:	License #:
Water/Sewer:		Phone:	License #:

Please complete the checklist below for each of the applicable requirements:

**Survey or Site Plan** – A certificate of survey or site plan that is accurately drawn to scale and includes following information:

- Legal description and address
- Scale and north arrow
- Property lines and lot size
- Easements on property
- Location of above and underground utilities
- Location of existing and proposed structures with dimensions
- Setback distances at front, side, and rear property lines
- Location of driveway(s)
- Location of fences, retaining walls, and other site improvements
- All ponds, wetlands, lakes, rivers, creeks, stormwater structures, and rain gardens

**Footings** – The plan must include the following:

- Type of footings
- Number of footings

- Spacing of footings
- Size of footings

**Framing Plan** – The framing plan must include the following:

- Spacing in between posts
- Beam size (3-2x10, etc.)
- Post size (6x6, etc.)
- Joist length and size
- Joist overhang (if applicable)
- Spacing between joists (12", 16" O.C.)
- Overall deck size (with dimensions)
- Beam overhang (if applicable)
- Type of railing or guard material (aluminum, treated lumber, etc.)
- Height of deck above ground
- Location of lateral load connectors (3000 lbs. of protection)
- Type of decking including brand name for composite (cedar, composite, etc.)