



# Decks

## Residential Permit Application Checklist

Building permits are required for the construction, alteration, repair, addition and removal of structures, including sheds and decks. Application is made at the Division of Permits and Inspections, 747 Northern Ave, Hagerstown, Maryland 21742 between the hours of 7:30 a.m. – 4:00 p.m., Monday, Tuesday, Thursday and Friday and between 7:30 a.m. – 3 p.m. on Wednesdays.

To expedite the permit review process, please verify the following items are submitted at time of filing for a building permit.

- **Plot Plan of the entire parcel – drawn to scale – to include:**
  - Location of the proposed deck
  - Measurements from the proposed deck to each property line
  - Location of any existing structures (dwelling, decks, pools, sheds, etc...)
  - Location of existing/proposed driveway(s)
  - Location of existing/proposed well and/or septic area
- **Two (2) complete sets of detailed construction plans – drawn to scale – to include:**
  - Footing detail indicating size and depth
  - Elevation (Not required if height above finish grade is provided)
  - Beam size and support posts sizes and locations
  - Floor joist size and spacing
  - Ledger board connection details
  - Decking materials indicated
  - Detail of stair construction and location
  - Detail of railing system, including materials
  - Square footage total

**Typical list of deck inspections will include: (Note: Approved plans must be on the job site)**

Setbacks (verify proper location of deck)

Pier Footers (verify depth and location of unfilled post holes)

Deck Framing (posts, beams, joists, and ledger board (if required) are installed)

Final Building (all remaining items are installed)

Permit cost will include a **\$65.00** Application Fee and a **\$15.00** Technology Fee.  
The Deck Fee is **\$0.10** per the total square footage of the deck floor plan.

Construction of wood decks shall conform to the (IRC) International Residential Code. Residential Deck Guide is available at the Permitting office or online at [www.washco-md.net](http://www.washco-md.net). This guide may be of assistance in the preparation of deck construction plans.

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