Listed below is the information that needs to be provided in order to submit a complete application for a **deck** building permit. A permit is required for the construction, repair, replacement, relocation, addition or alteration of decks. Staff will not process incomplete applications.

**SUBMITTAL REQUIREMENTS**

- Completed and signed application form, including proof of a valid State Contractor’s License and a City of Lynnwood Business License.
- Two (2) complete, to-scale sets of plans, including:
  - Site plan, including name and address of contractor and property address
  - Framing plan, showing:
    1. Post location, connections, size and spacing.
    2. Beam location, connections, span, size and spacing.
    3. Joist location, connections, span, size and spacing.
    4. Connection detail for the deck to the existing structure, if applicable (e.g. joist anchors).
    5. Stair, handrail and guardrail details, including rise and run of treads, spacing, and framing.
    6. Size, type and location of glazing (windows) adjacent to or in the proposed deck area.
    7. List the species and grade of all lumber
  - Foundation plan, including footing size, spacing and reinforcement detail
  - Section view
  - Elevation view

  All plan sheets prepared by a State-licensed architect or engineer shall be wet-stamped and signed.

- Tree removal plan, if applicable.

**ADDITIONAL REQUIREMENTS**

- Open decks, platforms, uncovered porches or walkways which are:
  1. Greater than 2.5 feet or thirty (30) inches in height above grade (as measured from within six (6) feet from the edge of the proposed structure) at any point, or
  2. Are two hundred (200) square feet or larger, or
  3. Are attached to a dwelling, or
  4. Serve an exit door,

  are required to get a permit.

- Open decks, platforms, patios and walkways less than three (3) feet, or thirty-six (36) inches above grade at any point are exempt from setback requirements. Setbacks are established by zone and can be found in Lynnwood Municipal Code – Title 21, Zoning.

**NOTE**

Full plan review fees are due upon submittal and are calculated based on valuation of the project.