



**City of Alexandria Permit Center**  
Redella "Dell" Pepper Community Center  
4850 Mark Center Drive, Suite 2015  
Alexandria, Virginia 22311  
Phone: 703.746.4200



**Residential Deck Construction - Completeness Checklist**

Project Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

For your application to be accepted into the permitting system you must submit the minimum requirements of each department listed below. Additional requirements may be required by any of the departments during the review period. **Meeting the requirements of this checklist does not constitute approval of your application**, only that the minimum submission requirements have been met for each department to begin their review.

**General Submission Requirements- Per City of Alexandria Typical Deck Details Package**

- Typical Deck Details Package
- House location plat with dimensions
- Neighbor Notification Letter (if proposed project is  $\leq$  5ft from the property-line)
- Soils Report (refer to policy for proposed project specific requirements)
- Scalable vector PDF drawings are required, No File Size Limitations.
- Plans under 50 pages are required to be submitted as one pdf file.

**General Submission Requirements- Not Per Typical Deck Details Package**

- Scalable vector PDF drawings are required, No File Size Limitations.
- Plans under 50 pages are required to be submitted as one pdf file.
- Size, Shape, and location of the deck on the property- House Location Plat with dimensions
- Size and location of all footings
- Size and type of all lumber used for:
  - Posts
  - Railings
  - Joists
  - Decking
  - Ledger
  - Any other structural, safety, or decorative elements of the deck
- Height of the finished floor above grade
- The construction of any building used to support the deck or within 24 inches of the deck
- The location of all structures in relation to the deck
- The locations of any windows, doors, exhaust outlets, stairs, areaways, utilities, or other similar items within 10 feet of the deck.
- The location of all stairs or ramps serving the deck.
- Handrail and guardrail construction
- If the deck is in problem soils (marine clay) or on a steep grade, then the deck may need to be designed by a registered design professional licensed in the Commonwealth of Virginia.
- Stair construction including:
  - Material used for stringers
  - Riser height and tread depth of stairs
  - Width of stairs
  - Number of risers
- Neighbor Notification Letter (if proposed project is  $\leq$  5ft from the property-line)
- Soils Report (refer to policy for proposed project specific requirements)

For assistance submitting plans and documents, applicants should contact the City of Alexandria Permit Center at [permit.center@alexandriava.gov](mailto:permit.center@alexandriava.gov) or by calling 703.746.4200.