



City of Alexandria, Virginia

Permit Center

301 King Street, Suite 4200

Alexandria, Virginia 22314

Web: permits.alexandriava.gov Phone: 703.746.4200

Residential Deck Construction- Completeness Checklist

Project Address: _____ Date Submitted: _____

In order 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

- 5 plan sets, size no larger than 24" x 36"
- Typical Deck Details Package
- Contractor Business License and State License or Property Owner's Affidavit Provided on Application
- Noise Ordinance Affidavit
- 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)

General Submission Requirements- Not Per Typical Deck Details Package

- 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
- 5 plan sets, size no larger than 24" x 36"
- 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 located 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
- Contractor Business License and State License or Property Owner's Affidavit Provided on Application
- Noise Ordinance Affidavit
- Neighbor Notification Letter (if proposed project is \leq 5ft from the property-line)
- Soils Report (refer to policy for proposed project specific requirements)

Staff Use Only

- I have reviewed this application and have found it to be **complete** and ready for review.
- I have reviewed this application and have found it to be **incomplete**. The applicant must submit the highlighted items above in order to have a complete application.

Staff Name/ Initials

Date