



Updated OCT 2023

Deck Application Required Document Checklist

Please Note:

- All documents on this list are required.
- All the documents must be submitted at the same time
- We *cannot* accept singular documents that do not comprise a **complete** application.
- We cannot “hold” documents for you.
- We cannot accept singular documents by email.
- This list should be used in conjunction with information on our website.

1. Zoning Documentation *Please check one:*

- Copy of Issued Land Use Permit from Pierce County
- Copy of Issued Zoning Permit from River Falls or River Falls ETZ
- Not Needed
- Other _____

2. Plat Map/CSM *Please check one:*

- A copy of CSM with a legend that shows setbacks
- A plat map showing setbacks
- Unplatted—remember, it’s up to you to know your setbacks, easements, or any zoning restrictions for the lot etc.**

3. Residential Addition Building Permit Application:

- Signed and Dated by applicant
- Setbacks filled in
- Project cost filled in
- Contractor info including DC and DCQ License #'s filled in if applicant is contractor
- Description of deck including size, general location

4. Deck Construction Plans

- 1 copy, include material deck will be built from

5. Worksheet (Design Load Specifications) *Please check one:*

- Loads calculated and stamped by engineer

OR

- Worksheet-Typical Deck Framing Plan

6. Cautionary Statement

- Must be signed if you are the homeowner doing your own work

7. Site Plan

- Site Plan drawing using Site Plan Checklist

8. Copy of Recorded Deed

- Only for recent property sales/transfers