



City of Portland Development Services Center

1900 SW 4th Avenue, First Floor Portland, Oregon 97201 Open M-F 7:30-3:00

Bureau of Parks and Recreation
Bureau of Development Services

Portland Office of Transportation
Bureau of Fire, Rescue and Emergency Services

Bureau of Water Works
Bureau of Environmental Services

SUBMITTAL GUIDELINES 1 & 2 FAMILY RESIDENTIAL

DECKS

This handout describes the information that must be submitted when applying for a permit to construct or enlarge a deck that is more than 30" above grade.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

NOTE: Please clearly distinguish between existing conditions and proposed work.

- Completed Application Form
- Erosion Control plan (may be a part of the Site Plan) if the project will result in disturbing the ground with mechanical equipment
- Four (4) copies of Site and Structural Plans for the area of proposed work and areas affected by such work. Please refer to page 2 for details on plan requirements specific to Decks.

SITE PLAN (Scale site plans to most appropriate scale, e.g. 1"=10' or 1/4"=1')

- Property lines, with dimensions.
- Total area (in square feet) of the lot
- Adjacent streets and any easements
- Property address and R number
- North arrow
- Distance between buildings and between buildings and property lines
- Grade elevations, for lot, at property corners and corners of structure(s)
- Area (in square feet) of any existing/proposed buildings and decks
- Dimensions and area (in square feet) of any proposed paving. (If your project will add more than 500 square feet of impervious area you will need to provide a Mitigation Form and/or a Stormwater Plan)
- Location of sewer and water lines and method of stormwater disposal

STRUCTURAL PLANS (Scale of plans to be 1/4"=1')

- Deck elevations
- Foundation plan showing location and size of footings and posts
- Deck framing including dimensions, lumber size, spacing and span
- Guardrail detail, showing attachment to deck
- Connections to existing construction
- Any engineering calculations may be attached to the plans and engineering details incorporated into the plans or cross-referenced on the plans