



Deck Requirements Checklist

Residential Building Submittal Checklist for Decks Associated
with a Detached Single Family Dwellings, Duplexes, Triplexes, or Townhomes

REFERENCES: [Boulder Revised Code, 1981 \(B.R.C.\) - Title 10 Structures](#)
[Boulder Revised Code, 1981 - Title 9 Land Use Code](#)
[2018 International Residential Code \(IRC\)](#)
[2018 International Wildland-Urban Interface Code \(IWUIC\)](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for an attached or free-standing, uncovered and unenclosed deck to be accepted for review. For covered decks please refer to the [Residential Additions and Alterations Checklist](#). Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications, or plans that do not meet the submittal requirements will not be accepted for review.

For more information on any of the application requirements, refer to the [Residential Building Permit Detailed Requirements](#). For information on how to prepare an application for submittal, refer to the [Permit Application Guide](#). Use this checklist for applying on-line through the [Customer Self-Service Portal \(CSS\)](#) or to apply through email.

REQUIRED DOCUMENTATION (minimum requirements for submittal):

- [Residential Building Permit Application for Detached One and Two-family Buildings, Residential Buildings and Townhomes Accessory](#) (required if submitting through email)
- Scope of Work Form (complete the **city** form)
 - o [Scope of Work Form – Single Family Detached](#) (Use this form for detached single family homes)
 - o [Scope of Work Form – Duplex, Triplex or Townhome](#) (Use this form for attached single family homes, including duplexes, triplexes and townhomes)
- [Stormwater & Flood Management Plant Investment Fee Calculation Form](#) (if scope of work does **NOT** include new impervious surface or underlayment, select “No Change in Impervious Area” box)
- [Site Survey](#) (stamped by a Colorado Licensed Land Surveyor)
 - o See the [Land Survey Informational Handout](#) to determine which type of survey is required for your project scope.
 - o The survey should include the height of the principal building for all attached decks more than 30 inches in height and identify any new low point of the building created by the proposed deck addition.

REQUIRED FOR DECKS MORE THAN 30 INCHES IN HEIGHT:

- [Lot Area Declaration Form](#)
- [Zoning Data Worksheet](#)

REQUIRED - CONSTRUCTION PLAN SET (minimum requirements for submittal):

- Plan drawings shall be drawn to scale, with a graphic scale bar on every page.
- A 3" x 3" square shall be provided in the lower right corner of the first sheet for the city's approval stamp.
- All sheets shall be the same size throughout the entire plan set, oriented so that north is up, and of adequate size to clearly convey all information.

Site Plan

- A site plan is required for all decks, regardless of location, height, or whether it is a like-for-like replacement of an existing deck and will be used to verify setbacks, building coverage, and the location of easements.
- North arrow.
- All existing and proposed structures including the existing dwelling(s), any existing detached accessory building(s), and any existing or proposed deck(s).
- Distances to property lines from existing and proposed structures. Please identify the setback requirements for decks attached to the principal building in your zoning district. Required minimum setbacks may be found in [B.R.C. Section 9-7-1](#). To determine your zoning district, go to the City of Boulder [eMaplink webpage](#), turn on the zoning layer, and enter the property address in the search bar. Principal building setbacks for common residential zones are provided below.

Residential Zoning District	Minimum Setback For Principal Buildings				
	Front Property Line	Rear Property Line	Interior Property Line	Combined Total Side Yard	Side Yard Adjacent to a Street ¹
RL-1, RM-2, RMX-1	25 feet	25 feet	5 feet	15 feet	12.5 feet
RL-2, RM-1	20 feet	20 feet	1 foot per 2 feet of bldg. height 5 foot min.	n/a	10 feet
RR-2, RE	25 feet	25 feet	10 feet	25 feet	25 feet
RR-1	25 feet	25 feet	15 feet	40 feet	25 feet

¹ On corner lots the setback for a side yard adjacent to a street may be the same as a front yard setback if the neighboring property fronts on the street. Please [submit an inquiry](#) to verify setbacks for corner lots.

- Extent of any easements, as applicable. No structures or any portion of a structure (including below ground sections) may encroach into an easement.
 - Extent of any [flood zones](#) and [regulated wetlands](#).
 - Location of overhead or buried electrical service, gas, water, or sewer.
- Building Elevations (required for attached decks and freestanding decks less than 3 feet from a principal or accessory building)**
- Include the locations of all existing windows and doors.
 - Identify any locations where tempered glass exists or will be required.
 - Include the height of the proposed deck, measured from adjacent grade to the walking surface and to the top of any required guards.
- Framing Plan**
- Wood species and structural grade of framing members.
 - Indicate whether the wood has been pressure treated with a wood preservative.
 - Size, spacing and span of joists, beams, girders, posts, stair stringers and any other relevant framing elements.
 - The type, size and spacing of structural fasteners and connectors.
- Ledger Board Attachment Details**
- Include information on the existing siding and framing.
 - Include flashing details and the type, size, and spacing of ledger board fasteners.
 - Provide attachment/fastener details for all connections.
 - Include dimensions for baluster spacing.

- Stair, Stringer, and Landing Details
 - Include the rise and run of the stairs, the number of risers, and the stair width.
 - Provide the number, size, and spacing of stringers.
 - Provide the type, size, and slope of landings.
- Guard and Handrail Details
 - Include the height and fastener/attachment details for any required guards and handrails.
 - Include handrail type, size, and attachment/fastener details.
- Footing Plan and Details (may be included on the framing plan if all details are clear and legible)
 - Include the location, spacing, diameter, material, depth, and attachment/connection details including the number, size, and type of fasteners.
- Exterior Stair Lighting Information
 - Indicate on the plan set how any exterior stairs will be illuminated.
 - All exterior lighting is required to meet the City of Boulder's Outdoor Lighting Requirements in [B.R.C. Section 9-9-16](#).

MAY BE REQUIRED:

The following permits, approvals and supplemental information may be required based on scope of the project and/or the location and development constraints of the property:

- [Historic Approval \(Demolition Review\)](#) of buildings more than 50 years of age when the work meets the definition of demolition in [B.R.C. \(1981\) Section 9-16](#) or [Landmark Alteration Certificate](#) required for exterior alterations in a [Historic Preservation District or for Individual Landmarks](#))
- [Floodplain Development Permit](#) (required for structures located in a [regulatory floodplain](#))
- [Stream, Wetland and Water Body Permit](#) (required for structures located in a [regulatory wetland](#))
- Grading and Drainage Plan (required for structures located on a steep slope or [area of mass movement](#)) or where significant grading or changes to site drainage are proposed)
- Soils Report (required for structures located in an area of a steep slope or [area of mass movement](#))
- [Wildland-Urban Interface Code](#) compliance information (required for all new decks and for any replacement or repairs of decks requiring a permit for properties located in the [urban interface zone](#))
- Previous Approvals (Notice of Disposition and a copy of any city-stamped approval(s) required prior to the review and approval of this application, such as a Variance, Minor Modification or Site Review)
 - Exterior modifications to properties regulated by a Planned Unit Development (PUD) or Site Review may require an additional review process such as an [Administrative Review](#) for a [Minor Modification](#) or other development review process may be required. If your property is zoned RL-2, there is a good chance that this applies to your property.
 - Records of past City of Boulder approvals can be requested through p&dsrecordrequest@bouldercolorado.gov. If after researching your property history, you are unsure if a Minor Modification is required for your scope of work, please [submit a request](#).

MAY BE REQUIRED - CONSTRUCTION PLAN SET

- Fire-resistive Assemblies (required for all structures located less than 5 feet from property line)
- Landscape and Street Tree Plan (required where the value of work exceeds 100% of the existing structure)

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of the 2018 IRC as amended, [Section 10-5.5](#) of the B.R.C., as it applies to structures covered by the scope, relevant portions of the [2020 City of Boulder Energy Conservation Code](#) and [Title 9](#) of the B.R.C., and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IBC or the B.R.C. Please contact the [Planning and Development Services Center](#) for more information.