



Department of Planning & Community & Economic Development

Building Inspection Division

Madison Municipal Building, Suite 017
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Building Plan Submission Checklist- Decks and Landings

- ☐ Completed [Building Permit Application Data Sheet](#)
- ☐ TWO complete plan sets containing all of the following items and information
 - ☐ All plan elements clearly drawn to scale, scale must be clearly identified on plan set
 - ☐ Site plan IF DECK SURFACE IS 3 FEET OR MORE OFF THE GROUND
 - ☐ Identify and dimension all lot lines
 - ☐ Identify and dimension all building and site features
 - ☐ Dimension distances from building to the lot lines
 - ☐ Foundation plan
 - ☐ Detail deck outline and foundation
 - ☐ Label and dimension the size and depth for column footings and frost walls.
 - ☐ Floor framing plan
 - ☐ Dimension and locate lumber or material used and sizes of all beams, columns, joists, and ledger
 - ☐ Dimension and locate lumber or material used and sizes of stairs, stringers, treads, risers, and railings.

Answers to Frequently Asked Questions:

- You need a permit and plan review for any deck or structure you stand on, including “floating” decks.
- If your deck is more than 3 feet off grade, you will need Zoning review of your site plan.
- If your deck is more than 2 feet off grade, it will need a guard rail.
- If your deck is within 3 feet of the house, or serves an exit from the house, it will need frost depth footings 48 inches deep, whether it is attached to the house or “floating.”
- Footings must rest on undisturbed soil.