



Residential Deck (New/Addition/Alteration)

EDR Submittal Guidelines

Rev.20201111

A New Deck EDR submittal must contain the following components to be considered a complete submittal. Please review the EDR Electronic File Standards for document parameters and naming conventions.

Have Questions? Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org

Requirement	Details
PLANS	Plan submittal shall include a minimum of: • Deck Framing Plan with Dimensions ○ Joist size, spacing and location ○ Beam size, spacing and location ○ Post size and location ○ Footing size, location and depth ○ Deck ledger size ○ Stair and guard details as required • Elevation or Cross Section ○ Height of deck above grade ○ Location and height of guards and handrails • Deck must be constructed to Residential Prescriptive Deck Guide Or • Provide Deck Engineering for all portions of deck design that does not meet prescriptive compliance. ○ Engineer design required for decks supporting hot tub or concentrated loads • Must Follow EDR Electronic File Standards
SITE PLAN	Site plan submittal shall include a minimum of: • Property address • Property lines and dimensions • North arrow and scale of drawing • Location and dimensions of proposed and existing structures and distances to property lines • Main driveway location and dimensions • Street names and location of alley • Curb to property line dimensions • Must Follow EDR Electronic File Standards
Application Submittal	Application information shall be submitted along with the required submittal documents via Accela Citizen Access. All documents must be in compliance with EDR Electronic File Standards.

EDR Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all [EDR Electronic File Standards](#).

☐ **1. ALL**

- a) Files saved as PDF file type

☐ **2. PLANS**

- a) Plan sheets consolidated into one PDF document
- b) Plan sheets oriented to landscape
- c) Space allocated on plan sheets for approval stamps
- d) Bookmarks added to plan pages
- e) Correct naming convention e.g. PLANS_808_W_SPOKANEFALLS

☐ **3. SITE PLAN**

- a) Site Plan oriented to landscape
- b) Space allocated on site plan for approval stamps
- c) Bookmarks added to site plan pages
- d) Correct naming convention e.g. SITEPLAN_808_W_SPOKANEFALLS

☐ **4. FOOTING CALCS**

- a) Prescriptive footing documents consolidated into one PDF document
- b) Bookmarks added to footing calculation document
- c) Correct naming convention e.g. FOOTINGCALCS_808_W_SPOKANEFALLS

☐ **5. SUPPORTING DOCS**

- a) Supporting documents consolidated into one PDF document or separate named PDF documents
- b) Correct naming convention
 - e.g. SUPPORTINGDOC_808_W_SPOKANEFALLS or DOC NAME_808_W_SPOKANEFALLS

ACA Application Project Type Selection

Select the following application options in ACA

All Decks

Permit Type: Residential (New, Addition, Alteration or Change of Use)

New Deck

Classification of Work: New

Project Type: New Deck – Detached

Deck Addition

Classification of Work: Addition Only

Project Type:

- Addition to Dwelling Unit
 - Use for deck addition to dwelling unit
- Addition to Accessory Structure (Garage/Carport/Shed/Deck) Detached
 - Use for detached deck addition

Deck Alteration**Classification of Work:** Alteration Only**Project Type:**

- Alteration to Accessory Structure (Garages/Carports/Sheds/Decks) Detached
 - Use for detached deck
- Alteration to Dwelling Unit
 - Use for deck attached to house