



# Residential Deck (New/Addition/Alteration)

## EDR Submittal Guidelines

Rev.20201215

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](mailto:PermitTeam@SpokaneCity.org)

Requirement	Details
PLANS	<p>Plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> <li>• Deck Framing Plan with Dimensions               <ul style="list-style-type: none"> <li>○ Joist size, spacing and location</li> <li>○ Beam size, spacing and location</li> <li>○ Post size and location</li> <li>○ Footing size, location and depth</li> <li>○ Deck ledger size</li> <li>○ Stair and guard details as required</li> </ul> </li> <li>• Elevation or Cross Section               <ul style="list-style-type: none"> <li>○ Height of deck above grade</li> <li>○ Location and height of guards and handrails</li> </ul> </li> <li>• Deck must be constructed to <a href="#">Residential Prescriptive Deck Guide</a></li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• Provide Deck Engineering for all portions of deck design that does not meet prescriptive compliance.               <ul style="list-style-type: none"> <li>○ Engineer design required for decks supporting hot tub or concentrated loads</li> </ul> </li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul>
SITE PLAN	<p>Site plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> <li>• Property address</li> <li>• Property lines and dimensions</li> <li>• North arrow and scale of drawing</li> <li>• Location and dimensions of proposed and existing structures and distances to property lines</li> <li>• Main driveway location and dimensions</li> <li>• Street names and location of alley</li> <li>• Curb to property line dimensions</li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul>
Application Submittal	<p>Application information shall be submitted along with the required submittal documents via <a href="#">Accela Citizen Access</a>.</p> <p>All documents must be in compliance with <a href="#">EDR Electronic File Standards</a>.</p>

## 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

 **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. SITE PLAN

 **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. FOOTING CALC

 **5. SUPPORTING DOCS**

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

## 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