



Deck Building Permit Checklist

To register with City Inspect, please visit <https://www.springvilleutah.gov/community-development/building-division/>

Permit applications will not be accepted as incomplete submissions.

Any deck that is attached to your home will need a building permit. For decks that are not attached, please refer to the Guidelines for Accessory Structures.

Requirements for Submitting a Permit Application for a Deck:

- ___ Completed Permit Application Form online
- ___ Engineering (if required) with stamp and calculation
- ___ Structure drawings: follow the 2021 IRC deck chapter R507
- ___ Electrical drawing (if applicable)
- ___ Electronic plans to include a site plan showing where on the property the house is and where the deck will be placed. Include setback measurements. For setback requirements and easement information check [here](#) or call 801.491.7861.
- ___ Roof information (if applicable)
- ___ Footing information – the depth for the posts have to be 30” deep minimum.
- ___ Stair detail drawings
- ___ Framing plan – ensure minimum clearance is maintained over bedroom or escape (egress) windows.

Plan reviews will take approximately 14 business days when all required documents have been submitted. Plan reviews will take longer if corrections need to be made to the plans.

Inspections required:

- A footing inspection when excavated and formed with reinforcement secured, but before concrete is poured.
- A rough framing, rough electrical (if applicable) inspection(s) if the underside will be covered when the deck is complete.
- A final inspection when the deck is completed, including paint or stain.

Requirements when picking up Building Permit:

Payment of impact fees and bonds by **CASH or CHECK ONLY**, made payable to Springville City. Other building permit fees can be paid with cash or check, or a debit or credit card, up to \$3,000.

1. Contractor information or an Owner/Builder Certificate must be signed.

To schedule an inspection, please request through the City Inspect portal or call the Building Department at 801.489.2704, 24 hours in advance. An adult must meet the inspector at the property. After all inspections have been approved, keep the plans, permit, and inspection reports with your house records.

If you have any questions about the above information, please contact us at 801.489.2704 or buildingpermits@springvilleutah.gov.

