



## Deck Building Permit Checklist

Permits will not be accepted as incomplete submissions

To register with My City Inspector, please visit [www.springville.org/permits](http://www.springville.org/permits)

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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 (available at office or [www.springville.org/permits](http://www.springville.org/permits))
- 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 at 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 10 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 building inspection 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 permit fees and bonds (minus deposit) by CASH or CHECK ONLY, made payable to Springville City

To schedule an inspection, please 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.

Please request inspections through My City Inspector.

If you have any questions about the above information, please contact us at 801.489.2704 or [buildingpermits@springville.org](mailto:buildingpermits@springville.org).

