



# SINGLE FAMILY DECK/PATIO COVER COMMUNITY DEVELOPMENT BUILDING DIVISION

806 WEST MAIN STREET • MONROE, WA 98272  
City Hall 360.794.7400 • Fax 360.794.4007

## **INSTRUCTIONS:**

Below is a checklist of items that must be submitted as part of your application for a deck or patio/deck cover. Numbers in parenthesis equal the number of copies required.

If you have any questions about what is required, or if you would like to schedule an intake appointment, please call the 360.863.4527.

## **SUBMITTAL CHECKLIST**

- ◇ (1) Original of the Combined Permit Application form
- ◇ (2) copies of site plan no greater than 11" x 17" to scale
  - ◇ North arrow
  - ◇ All existing and proposed structures
  - ◇ Lot coverage calculations
  - ◇ Property lines and distance from deck/patio cover to property lines
- ◇ (2) copies of construction drawings (include elevations)
  - ◇ Framing & foundation plan
    - ◇ Footing size and thickness (e.g. 18"x18"x12" thick).
    - ◇ Joists size, species, span, spacing and direction.
    - ◇ Decking material and size.
    - ◇ Post location, species, size and spacing.
    - ◇ Beam size, species, span and spacing (may require calculations).
    - ◇ Identify pressure treated or naturally decay resistant wood.
    - ◇ Landing and stair details.
  - ◇ Connection details of deck to existing structure (if applicable)
    - ◇ Corrosion resistant fasteners and hardware for treated wood
  - ◇ Connection of posts and beams
  - ◇ Guard details (if applicable)
  - ◇ Stair step rise and run (7-3/4" max rise, 10" min. run)
  - ◇ Handrail details (if applicable)
  - ◇ Stair landing (36" minimum, if applicable)
- ◇ (2) copies of structural calculations (if applicable)
- ◇ Current copy of Labor & Industries contractor's license
- ◇ Approval from Snohomish Health District (if on septic)



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**Adopted State Codes – Effective July 1<sup>st</sup>, 2016**

The City of Monroe enforces the following Washington State Building Codes and amendments; the Washington Administrative Code (WAC) title 51 and as amended by the Monroe Municipal Code Title 15:

2015 International Building Code (IBC)  
2015 International Existing Building Code (IEBC)  
2015 International Residential Code (IRC)  
2015 International Fire Code (IFC)  
2015 International Mechanical Code (IMC)  
2015 International Fuel Gas Code (IFGC)  
2015 Uniform Plumbing Code (UPC)  
2015 ICC Energy Conservation Code with State amendments

**Structural Design Criteria**

Seismic Design Category: **IRC D1/D2 / IBC - D**

Basic Wind Speed: 85 mph

Exposure Category: B

Frost Depth: 18"

Snow load: 25 lbs/sq ft

\*A soils investigation is required for commercial projects, residential short plats and subdivisions and some instances residential lots.



COMMUNITY DEVELOPMENT
PERMIT DIVISION

806 West Main Street, Monroe, WA 98272
Phone (360) 863-4501 building@monroewa.gov
www.monroewa.gov

FOR OFFICE USE ONLY

APPLICATION #(s)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

COMBINED PERMIT APPLICATION

Permit Submittal Hours:
Monday-Friday 8:00-12:00 / 1:00-4:00

Building Operations Fire Land Use
[ ] Basic SFR [ ] Engineering Review [ ] Fire Alarm [ ] Type I Permit
[ ] Commercial T/I [ ] Fencing [ ] Fire Sprinkler [ ] Type II Permit
[ ] Demolition [ ] Grading [ ] High Piled Storage [ ] Type III Permit
[ ] Garage/Carport [ ] Retaining wall [ ] Hood Suppression [ ] Type IV Permit
[ ] Mechanical [ ] Rockery [ ] Spray Booth [ ] See permit types listed in
[ ] New Construction (Commercial/Residential) [ ] Right-of-Way Disturbance [ ] Tents & Canopies [ ] Monroe MMC
[ ] Plumbing [ ] Utility Service [ ] Other [ ] Other
[ ] Racking [ ] Other
[ ] Residential Remodel
[ ] Other

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Attach a separate sheet for additional property owners/additional addresses

\*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

\*\*Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.

## Combined Permit Application - Page 2

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Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor's License # \_\_\_\_\_ Exp Date \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contractor's Bond Company: \_\_\_\_\_

Contractor's Bid Amount or Project Cost (labor and materials): \$ \_\_\_\_\_

**Detailed description of proposal/work:**

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Lending Institution for project (if applicable): \_\_\_\_\_

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**Residential:**

Living area: \_\_\_\_\_ sf x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Garage / Carport: \_\_\_\_\_ sf x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Deck / Porch: \_\_\_\_\_ sf x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Total valuation: \$** \_\_\_\_\_

**Commercial:**

(fill in type) \_\_\_\_\_ sf x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

(fill in type) \_\_\_\_\_ sf x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Total valuation: \$** \_\_\_\_\_

Plan Check Fee: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

State Fee: \_\_\_\_\_

Fire Plan Check Fee: \_\_\_\_\_

Technology Fee: \_\_\_\_\_

SEPA Fee: \_\_\_\_\_