

**City of Hagerstown  
Code Administration Division**

3<sup>rd</sup> Floor, City Hall  
1 East Franklin Street  
Hagerstown, MD 21740

Telephone (301) 790-4163  
Facsimile (301) 791-2650

<b>PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST FOR DECKS</b>
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Two (2) sets of plans are required, one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. An elevation plan showing height of deck above grade is helpful. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please call 301-790-4163.

Framing plans need to include the following items:

- Dimensions of new structure clearly indicated
- Footing detail with depth of footing, diameter and thickness of concrete
- Size and location of posts showing the span between posts
- Size and location of beams
- Joist size, spacing, and direction
- Size and direction of decking material
- Indicate type of decking material being used
- If there is to be a cantilever, indicate the distance from end of deck to the beam and/or the distance from post to the end of the beam.
  
- Materials and design of guardrails, if applicable
  
- If deck is to have stairs:
  - a. Stair width, tread size, and height of riser (if known)
  - b. Location of stringers
  - c. Handrail or guardrail height, location, and design
  
- If attaching deck to house, show method of attachment to include:
  - a. Size of ledger board and method of attachment (bolt size, type and spacing)
  - b. Structural component to which the ledger is attached
  - c. Method of flashing and type of material to be used

General Notes:

**Deck may NOT be attached to masonry veneer**

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**BUILDING PERMIT INFORMATION FOR RESIDENTIAL MISCELLANEOUS TO INCLUDE ADDITIONS, ALTERATIONS, BASEMENT FINISH, DECKS, SHEDS, PORCHES, GAZEBOS, SWIMMING POOLS, HOT TUBS, SPAS, CARPORTS, SUNROOMS, MORNING ROOMS, ARBORS, PERGOLAS, GARAGES, POLE BUILDINGS, AND OTHERS**

**Submittal Requirements**

- If applicant is not the owner of the property, then an Affidavit from the owner authorizing applicant to make application for permit is required.
  
- Two (2) copies of a plot plan are required. The City encourages the use of a legal survey. If a survey is not being used, the plot plan can be drawn by hand. The plot plan must be on letter or legal size paper, and must include the following:
  - All property lines and property line dimensions.
  - If known - Building Restriction Lines (BRL) and any utility easements
  - Scale of drawing
  - Property Owner name(s)
  - Street Address of Property
  - Existing dwelling and any other existing structures
  - Existing driveway
  - Detailed dimensions of the proposed new construction
  - Proposed new construction location with setbacks from the proposed new construction to property lines and to the nearest structure in EACH DIRECTION
  
- Two (2) sets of construction drawings – see attachment as to what must be included
  
- Fees are due at the time of application