



# Residential Plan Review Check Sheet for Decks and Screened Porches

101-E Mounts Bay Road, P. O. Box 8784 Williamsburg, VA 23187-8784  
PHONE: (757) 253-6626 FAX: (757) 259-4038 E-Mail: codecomp@james-city.va.us

The following items must be included with all residential deck permit applications at the time of submittal. **The application will not be accepted if all items have not been included:**

- Completed Permit application with all required information including contractor, owner, (a clear and concise) description of work, location of work, value of work, and utility services (public or private water and sewer).
- Name, address, and occupation of the plans preparer on the top sheet of both copies of each plan submitted.
- If the construction is to be performed by the owner, a signed affidavit is required.
- Two copies of the construction drawings\*, two copies of soil report, three copies of site plan showing improvements and dimensions from lot lines. If on well and/or and septic provide a copy of the Health Department Report.

**\*We recommend that individuals who are not knowledgeable in the building code and structural design principles use the James City County Typical Deck Details handout. Otherwise, the construction drawings must include:**

- A foundation plan drawn to 1/4" scale. Show locations of concrete footings. All framing members such as posts, beams, girders, and joists are to be shown in their intended locations on the plan. Show direction, size and on-center spacing for the floor joists.
- For porches: a roof plan showing all framing members including ceiling joists and support posts. Provide elevation drawings.
- Provide a section view showing all framing members. Show footings. Show adjacent construction. Show how deck will be connected to posts and to house. Connection details and specifications are required.
- If deck is not connected to house or if the deck floor is more than 30" above grade show lateral bracing.
- All elevation and plan options, and details **not** pertaining to actual proposed construction shall be clearly marked out.
- Show all dimensions.
- Specify material grade and species for all framing members.
- Locations of gas and electric meters if located in the vicinity of the proposed deck or porch.

**If you require clarification on any of these items, please contact the JCC Plans Examiner. This check list is not comprehensive. Please refer to IRC Section R301.1.2. Please DO NOT submit this check list with you application for permit. *All permit fees shall be paid for at the time of permit issuance.***