

# DECKS - WOOD

## Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: **Commercial Alteration** or **Residential Alteration**

1. **Site Information** [<Survey>](#)

- a. Survey with location of the Deck clearly shown \_\_\_\_\_
- b. Indicate size and distance from Property Line with setbacks \_\_\_\_\_

2. **Plans** [<Building Plans>](#)

- a. Plan showing framing layout including any information on Host Structure \_\_\_\_\_
- b. Typical Section showing supports/foundation and connectors/connections  
Including Stairs/Steps, Handrails & Guardrails \_\_\_\_\_
- c. Provide Live load and Wind loading \_\_\_\_\_
- d. Show Height above grade, Dimensions and Materials \_\_\_\_\_
- e. If Deck is more than 30" above Grade, then Guardrails are **REQUIRED** \_\_\_\_\_

3. **Supporting Documents** [<Supporting Docs>](#)

- a. Owner/Builder Affidavit, if applicable \_\_\_\_\_
- b. Manufacturer's specs. and installation instructions for composite materials \_\_\_\_\_

### **IMPORTANT NOTICE**

**IF RESIDENT LIVES IN DEED RESTRICTED COMMUNITY**

**PLEASE CONTACT HOA TO DETERMINE IF ASSOCIATION APPROVAL IS REQUIRED  
TOJ BUILDING DEPARTMENT CANNOT ENFORCE ASSOCIATION REGULATIONS**