



Submittal Checklist for Patio or Deck COVERS

- This checklist is to be completed by the permit applicant to assure a complete submittal.
- The permit technician will also use the checklist to confirm a complete submittal. If the submittal is incomplete, it will not be accepted and the permit applicant will be asked to hold on to all documentation until their submittal is complete.

The following documents shall be submitted with a permit application to construct a deck or patio cover:

A site plan or survey (in conformity with "City of Salina Site Plan Requirements for Residential Structures" showing the following information:

- Drawn to scale (usually 1:20) with a north arrow.
- Identify the house by address and legal description.
- Size and dimensions of the lot showing all easements.
- Show all locations and sizes of all existing structures
- Show the location of the proposed deck/porch cover and distance to the property lines
- Show location of overhead electrical and phone lines and underground gas lines.
- Show the size (dimensions) of the cover.

Construction plans showing:

- size and location of footings
- size and location of posts
- size and span of rafters or trusses
- truss design and layout drawings, if applicable
- size and spans for headers and beams
- roof style (for example gable, hip or shed
- metal covers will require complete plans
- method of attachment of cover to house; cannot attach to fascia unless engineering provided

Plan Review (Allow 5 working days for plan review to be completed). The plan reviewer will:

1. Review for compliance with zoning regulations and complete a zoning certificate
2. Review for clearances from utilities and overhead lines
3. Review for compliance with Building Code
 - footing size and uplift anchoring
 - framing member sizes, spacing and spans
 - method of attachment to the house
4. Obtain approval from other departments if needed.