

Permit Checklist

Permit Type: **Deck/Porch Permit**

FORMS YOU MAY NEED

[Site Sketch](#)

[Deck Worksheet](#)

[Porch Roof Specifications](#)

[Deck Informational Guide](#)

Zoning Verification

- We must have an aerial photo, plat or [site sketch](#) of the property with the proposed location of the deck/porch, the distances from all property lines, and if applicable, where the drain field and septic tank are located. Please have this ready **BEFORE** applying for your permit. This **MUST** be uploaded under the “Site Sketch” submittals. *Please note, the Towns of Brookneal and Altavista handle their own zoning permits. You will need to contact their office if your project is in the town limits.*

Building Permit Details (Info needed prior to applying for permit)

- Project description and scope of work.
- General Permit Information: Owner name and contact info, address, square footage, etc.
- General Contractor Information. Property Owners can act as the general contractor. *Sub-Contractors are not required to be listed.*
- (1) ONE set of construction drawings is **REQUIRED** to be uploaded to “Structural Drawings” in submittals. If you do not have drawings you **must** complete and upload the [Deck Worksheet](#). If building roof for porch please use the [Porch Roof Specifications](#) sheet. *The [Deck Guide](#) is a tool for your guidance only. You do not need to upload the Deck Guide.*

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