

Do I need a permit for my deck?

A building permit is required for all decks that are more than 30 inches above the ground at any point.

Setbacks and Other Regulations?

For information on setbacks (how close the deck is to property line) and other regulations that may apply to your deck project, check with our land use staff at 541-682-8336. Even if a building permit is not required you still must meet zoning requirements. You will also want to make sure you are not building over a Public Utility Easement (PUE). Our Public Works staff can assist you with locating PUEs on your property. They can be reached at 541-682-8400. An additional consideration for your project is underground utilities. Always call Utility Locate number at least 48 hours before you dig.



What Do I Need to Apply?

Your application to build a deck should be submitted through [eBuild](#) and include the following:

- Residential Permit Application
- Site Plan – You will need to draw a site plan. An example is included. [The site plan must show the property lines, outlines of the house and proposed deck, accessory buildings or structures \(shed, pool, retaining wall, etc.\) contour lines and distances between the house/deck from the property lines.](#)
- Drawings – Ready-build drawings can be obtained through the [State of Oregon Building Codes Division website](#) (www.oregon.gov/bcd/permit-services/Pages/ready-build-plans.aspx). Note the scope and limitations of use listed on the ready-build plans. Decks may also be designed in accordance with [2017 ORSC R507](#). Decks, or elements of decks, that exceed these limits must be designed in accordance with accepted engineering practice. Drawings should include:
 1. Elevation plans
 2. Foundation plan
 3. Framing plan
 4. Cross section and details, including connections between members and elements used in construction (e.g.; footing to post, etc.)
- Manufacturer specifications for composite decking

The design of your deck should also take into account conditions which may affect your deck design such as drainage conditions, slope conditions, or decks supporting loads in excess of the standard uniform loads. Depending upon your specific situation, you may need to hire a professional such as a contractor, architect, or structural engineer.

The City of Eugene has a Residential Express Permit (REP) program. This program allows you to apply for a deck permit, have your plans reviewed, and your permit issued while you wait. This service is available Tuesday and Thursday mornings from 9:00 a.m. to noon. When applying through eBuild, choose the Residential Express option to schedule an appointment time.

Fees

The building permit fee for the deck is based on the value of work. Value of work is determined by multiplying the square footage of the deck by the current adopted building valuation table for decks in the ICC Square Foot Construction Cost Tables.

Depending on your project and the site conditions, other fees that may be assessed include a land use review fee, public works review fee and an erosion prevention fee. Our [fee estimating worksheet](#) can help you with an estimate of what your fees might be.

Occasionally circumstances will require a revision to your plans. This can happen when information provided is inadequate, incorrect, or missing. Review time for supplemental information (SI) is billed on a per hour basis (1/2 hour minimum). Please take the time before submitting the application for your permit to ensure the information is complete. Frequent triggers for SI include the following:

- Deviations from the drawings
- Field changes not reflected on the approved set of drawings
- Setback intrusions

Inspections

The homeowner or the homeowner's agent is responsible for coordinating all inspections. Inspections are requested [online](#). Once your permit has been issued, you can request inspections through eBuild. If you have a smart phone there is also a mobile app (My Permits) that can be downloaded from the iTunes store or the Google store. When your permit is issued, you will receive a Notice of Permit Issuance that will include a link to the permit that can be printed out for your records. The permit will list all required inspections for your project. Typically a deck requires the following inspections:

- Footing
- Foundation
- Framing
- Final Building

ADDITIONAL INFORMATION

Intake (assistance with eBuild)	541-682-5505	permitinfo@eugene-or.gov
Residential Plan Review	541-682-5611	residentialpermitinfo@eugene-or.gov
Land Use (setbacks, zoning)	541-682-8336	landuseinfo@eugene-or.gov
Public Works (easements)	541-682-8411	publicworksinfo@eugene-or.gov
eBuild	https://pdd.eugene-or.gov/ebuild	

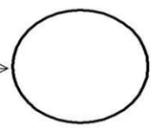


SITE PLAN CHECKLIST

- ___ Accurate shape & dimensions of lot.
- ___ Lengths of all property lines.
- ___ Natural features (creeks, etc.) on or near prop.
- ___ Elevations at property corners.
- ___ Contours if property exceeds 4' grade change.
- ___ Public or private easements, incl. public utility easements.
- ___ Streets adjacent (alleys, name, location, curb & sidewalk).
- ___ Driveway location & parking (existing & proposed).

- ___ Distance of proposed bldg to property lines.
- ___ Distance of proposed structure to adjacent structures (unless attached). Include structures on adjacent lots if within 15' of proposed structure.
- ___ Label all existing structures on the property and indicate whether they are to remain or be removed.

note: grid is 1" - scale drawing accordingly.

<p style="font-size: 24pt; margin: 0;">SITE PLAN</p> <p>SCALE: _____</p> <p style="font-size: 10pt; margin: 0;">This sheet is included for your convenience; a separate sheet may be submitted with the site plan if preferred.</p>	<p style="font-size: 18pt; margin: 0;">North</p> <p style="font-size: 10pt; margin: 0;">draw arrow in circle →</p> 	<p style="font-size: 18pt; margin: 0;">Sheet</p> <p style="font-size: 18pt; margin: 0;">of</p>
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