



Department of Planning & Community & Economic Development

## **Building Inspection Division**

Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Blvd.  
P.O. Box 2984  
Madison, Wisconsin 53701-2984  
Phone: (608) 266-4551

### **Building Plan Submission Checklist- Decks and Landings**

- Completed [Building Permit Application Data Sheet](#)
- TWO complete plan sets containing all of the following items and information
  - All plan elements clearly drawn to scale, scale must be clearly identified on plan set
  - Site plan IF DECK SURFACE IS 3 FEET OR MORE OFF THE GROUND
    - Identify and dimension all lot lines
    - Identify and dimension all building and site features
    - Dimension distances from building to the lot lines
  - Foundation plan
    - Detail deck outline and foundation
    - Label and dimension the size and depth for column footings and frost walls.
  - Floor framing plan
    - Dimension and locate lumber or material used and sizes of all beams, columns, joists, and ledger
    - Dimension and locate lumber or material used and sizes of stairs, stringers, treads, risers, and railings.

#### Answers to Frequently Asked Questions:

- You need a permit and plan review for any deck or structure you stand on, including “floating” decks.
- If your deck is more than 3 feet off grade, you will need Zoning review of your site plan.
- If your deck is more than 2 feet off grade, it will need a guard rail.
- If your deck is within 3 feet of the house, or serves an exit from the house, it will need frost depth footings 48 inches deep, whether it is attached to the house or “floating.”
- Footings must rest on undisturbed soil.