



How to Apply for a Permit to Build a Deck

City of Millbrae

Community Development
Department

Building and Planning Divisions

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Millbrae, Ca. 94030

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650-259-2341
Fax 650-697-2657

12/30/05, 1/8/08

Website - www.ci.millbrae.ca.us

How to Apply for a Permit to Build a Deck

What kinds of approvals / permits do I need to build deck ?

A building permit is required for any deck.

You will need planning approval if the deck is over 60 sq. Ft. and/or more than 7' above the ground.

How do I apply for a permit ?

Submit an application to the Building Division. The application must identify the property owner, list the name of any architect or engineer who will work on the project, and describe the proposed work in detail. Along with the application submit the following.

1. A plot plan showing any driveway, walkway, parking area, retaining walls, utilities, easements, trees, and others structures (both existing and proposed).
2. A floor plan, showing the existing layout of each room and the entry to the deck.
3. Exterior elevations showing how the

deck looks in relation to the house.

4. Foundation details.
 5. Construction details showing all structural elements.
 6. Framing details for the deck.
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At what point should I call for an inspection of my project ?

After you have obtained a building permit for your project, you should request an inspection of the foundation, below floor framing, and after you have completed the project you will need to request a final inspection.

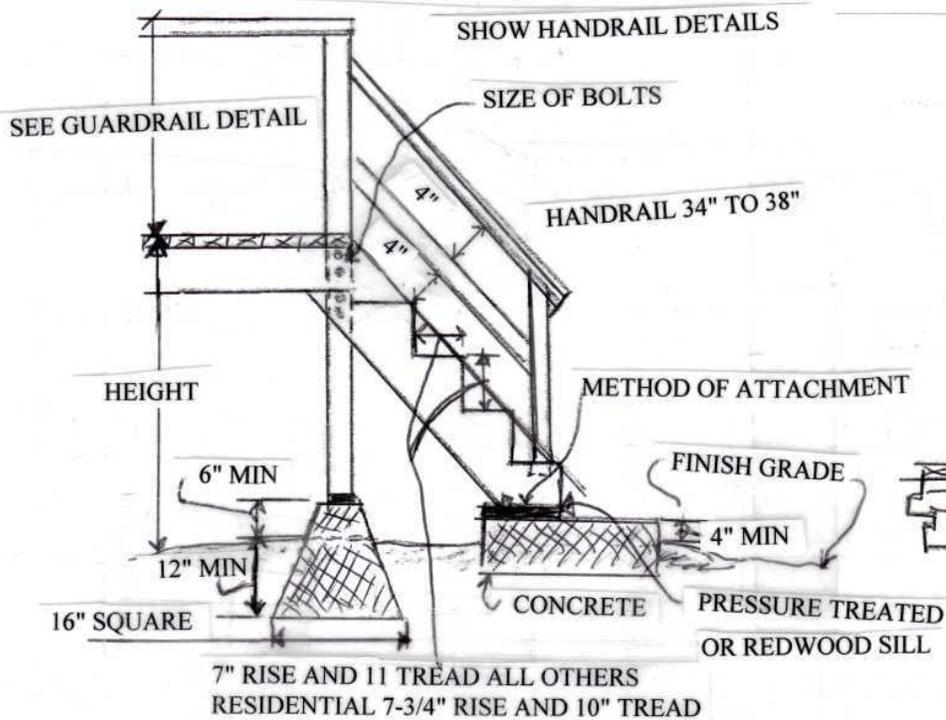
What fees must I pay ?

You must pay Building, Planning, documentation fee, plan check fee, filing fees.

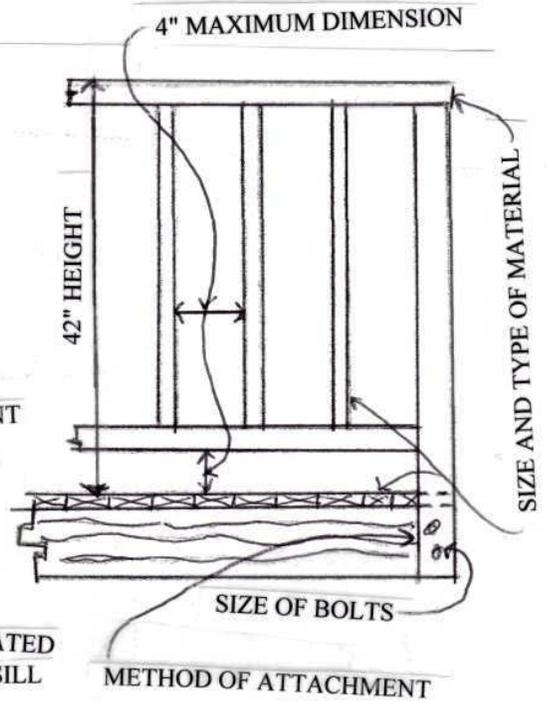
Special Neighbor Considerations

Even though decks are a somewhat minor form of development, they are often the subject of great contention between neighbors. The Building & Planning Divisions recommend that you consult with your neighbor before

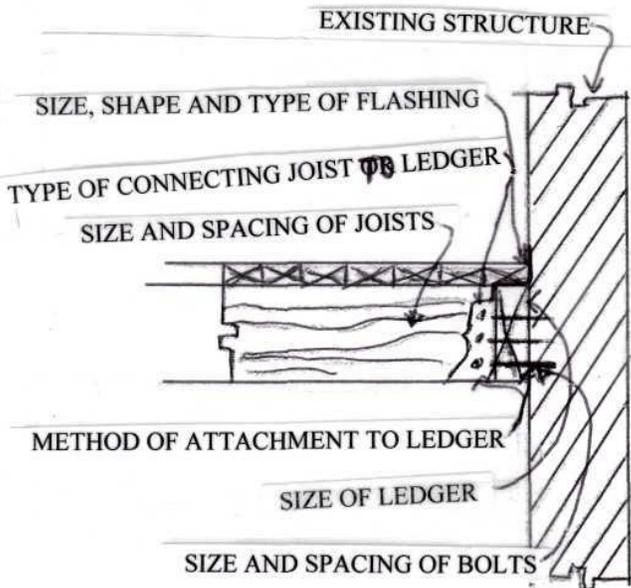
you add new decks or modify existing decks.



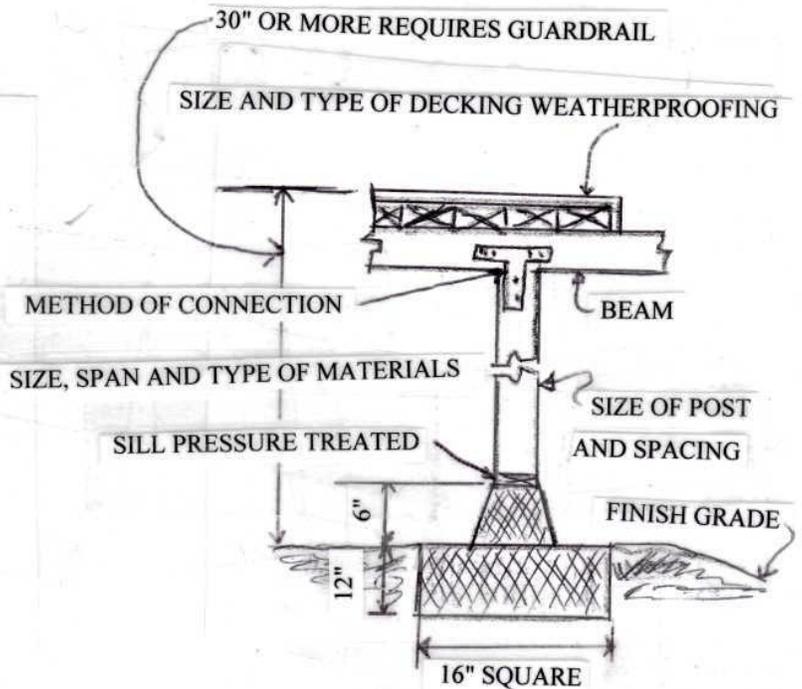
STAIR DETAIL



GUARDRAIL DETAIL

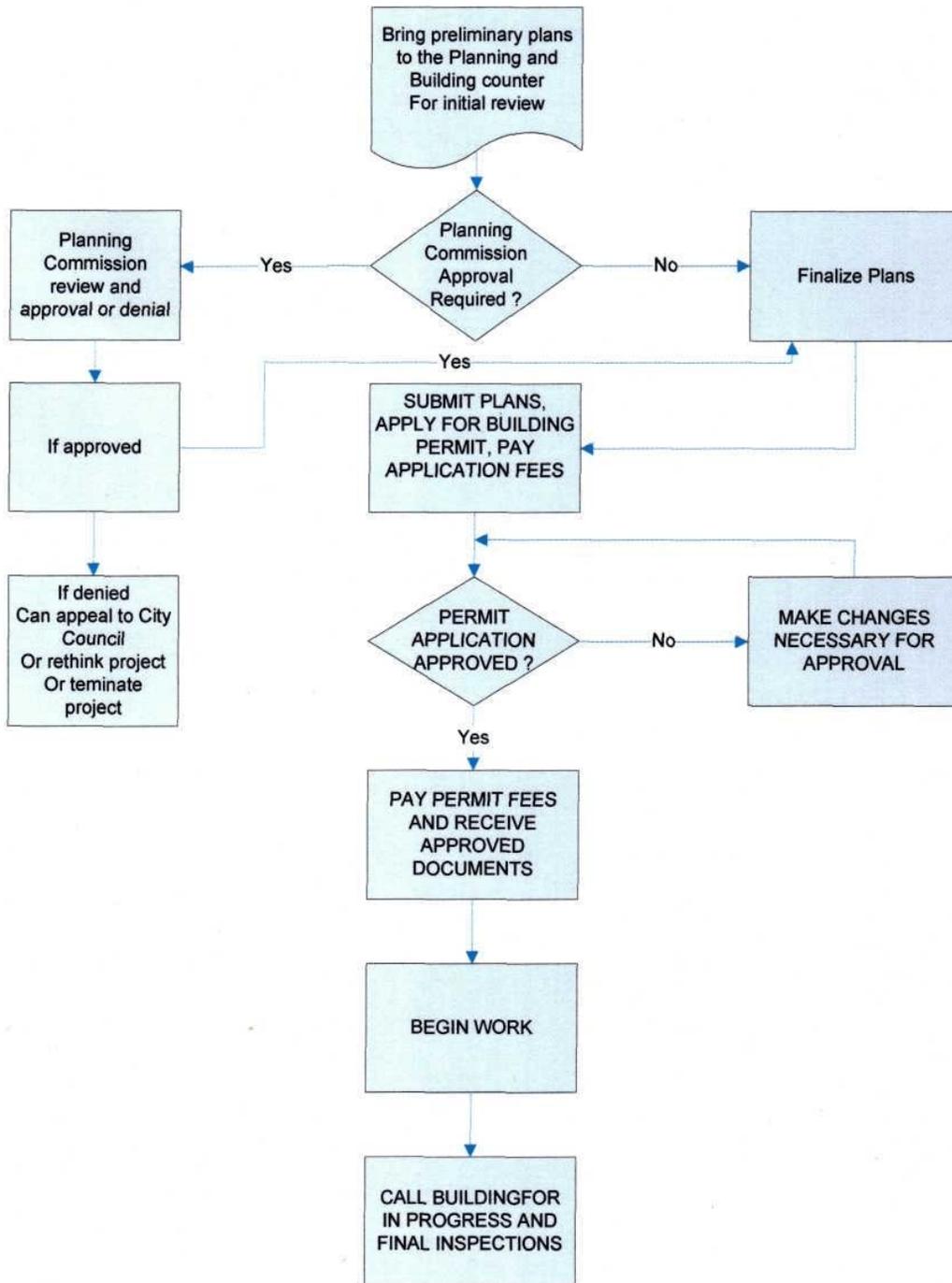


WALL DETAIL



POST AND DECK DETAIL

FOR ADDITIONAL INFORMATION SEE THE HANDOUT ON STAIRS, HANDRAILS OR GUARDRAILS



The Deck Permit Approval Process