



City of Walnut Creek
Development Review Services
1666 N. Main Street, Walnut Creek, CA 94596
(925) 943-5834 phone (925) 256-3500 fax

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Submittal Requirements for Single Family Residential Decks or Balconies

This document outlines the submittal requirements for decks or balconies associated with detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress and their accessory structures.

Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the required exit door do not require a building permit.

For decks or balconies requiring a permit, plans must be prepared showing the following information:

1. Project Information

- a) Parcel address
- b) Detailed description of the scope of work
- c) Property owner's name and address
- d) The designer's name, address and telephone number. The plans must be signed and dated by the designer.

Note: The Building Division requires decks or balconies 30-inches or higher above the adjacent grade to be designed by a California licensed architect or engineer.

- e) List the currently applicable codes on the top sheet of plans. Obtain the edition years from the Building Division web page.

2. Site Plan Sheet – This sheet is needed to clearly show the location of the deck or balcony that is associated with the proposed work. This sheet is required regardless of whether the deck or balcony is new, replaced or simply being repaired. Include the following information on the site plan:

- a) Property lines that define the parcel
- b) Required zoning setbacks relative to the property lines. Zoning setbacks may be obtained from the City of Walnut Creek Planning Division. They are a function of the lot's zoning classification.
- c) Location of all easements. No deck or balcony will be allowed to be constructed in an existing easement.
- d) Outline of all existing buildings and accessory buildings
- e) Location of all trees and their associated drip lines, including trees from adjacent properties which have drip lines onto the subject property
- f) Location and layout of any private sewer disposal system, including septic tank and leach field routing
- g) Location of any potable water wells
- h) Provide a reference north arrow

3. Construction Plans

- a) Floor plans
 - Provide dimensioned existing and proposed plans showing the layout of the deck or balcony.
 - Provide section detail references on the floor plans to point to specific details of the construction of guardrails and any proposed exterior stairs.

- Show existing and/or proposed doors at the location of the deck or balcony.
- b) Exterior elevations
 - Show the complete layout of the guard system to be used where open sides of the deck or balcony walking surface are more than 30 inches above grade within 36 inches horizontally.
 - Provide section detail references to point to specific details of the construction of the guardrail system.
 - Show accurate slopes of grade.
- c) Cross sections
 - Include a minimum of two orthogonal cross sections through the deck or balcony – one parallel with the outside wall of the residence and one perpendicular to the existing residence.
 - Show beam line construction and framing of the deck or balcony to the existing building if applicable.
 - Provide section detail references that point to specific connection details.
 - Show accurate slopes of grade.
- d) Foundation plan
 - Specify the foundation system for the deck or balcony framing.
 - Show locations and dimensions of footings or piers.
 - Provide section detail references to point to the foundation details and the post-to-foundation details.
- e) Framing plan
 - Specify framing member sizes for ledgers, joists, posts and girders.
 - Provide detail references to connection details.
- f) Details
 - Concrete foundation details showing foundation depth, width, reinforcement, and clearance above grade
 - Post-to-footing connection details
 - Post-to-beam connection details
 - Joist to beam connection details
 - Guardrail to framing connection details
 - Building attachment details including flashing at the exterior wall where the deck or balcony attaches to the exterior wall of the residence
 - Lateral bracing details clearly indicating what elements or systems are being used to provide lateral bracing to the deck or balcony in two orthogonal directions and providing details for required cross braces, tension-only ties, hold-downs, etc.
- g) Stairs
 - If stairs are proposed with the deck or balcony, provide complete framing and construction details of the stair system including handrails, guards, headroom clearance, rise and run of treads and landings.

4. Foundation/Soils Report

A foundation/soils report may be required when any of the following conditions apply:

- a) The site slopes exceed 1V:3H.
- b) The engineer or architect incorporates allowable design values higher than that associated with the allowable design values corresponding to Class of Materials Item 5 of CBC Table 1806.2.
- c) The site is located within an Alquist-Priolo Special Studies Zone.
- d) The site has a known history of soil related problems (e.g., creep, settlement, lateral spreading, etc.).

5. Stamped and signed structural calculations - if the plans are prepared by a California licensed architect or engineer.

6. Technical requirements

- a) Uniform live load of decks or balconies shall be 60psf (CRC, Table 301.5).

- b) Decks or balconies located over emergency escape and rescue openings shall not encroach into a path 36 inches in height and 36 inches in width from the emergency escape and rescue opening to a yard or court (CRC, Section R310.2.4).
- c) Decks or balconies shall be positively anchored to the primary structure to resist both vertical and lateral forces or shall be designed to be self-supporting. Attachment shall not be accomplished by use of toenails or nails subject to withdrawal (CRC, Section R311.5).
- d) Stairs shall comply with all applicable requirements of CRC, Section R311.7.
- e) Guards shall be a minimum of 42 inches above the deck or balcony and not allow a 4-inch sphere to pass through (CRC, Section R312).
- c) If a new door is to be provided to provide access to the deck or balcony from the interior of the residence, please refer to the submittal requirements for Window and Door remodels for additional plan requirements.
- f) Portions of wood structural members that form the structural supports for the deck or balcony that are exposed to the weather without adequate protection from a roof, eave, overhang or other covering that would prevent moisture or water accumulation on the surface or at joints between members shall be of naturally durable or preservative-treated wood (CRC, Section R317.1 Item 8).
- g) Enclosed framing that is exposed to rain or drainage from irrigation shall be provided with openings that provide a net-free cross-ventilation area not less than 1/150 of the area of each separate space (CRC, Section R317.1.3).
- h) Fasteners, including nuts and washers, for preservative treated wood shall be of hot-dipped, zinc-coated galvanized steel, stainless steel, silicon bronze or copper (CRC, Section R317.31).
- i) Projects located in a flood zone shall meet the requirements of CRC, Section R322.

7. Conditions

- a) A Waste Management Plan may be required. Please see the City of Walnut Creek Building Permits website for more information.
- b) For new decks, the applicant must obtain Contra Costa County Central Sanitary District's approval prior to issuance of the permit.