



City of Salinas

COMMUNITY DEVELOPMENT DEPARTMENT • 65 W. Alisal St • Salinas, California 93901

(831) 758 - 7251 • www.cityofsalinas.org

RESIDENTIAL MULTI-FAMILY DECKS OR BALCONY REPAIR CHECKLIST

The information provided in this document is general and intended as a guide. Due to the variation in each project, additional items may be required by the plan's examiner during plan check review. Prior to starting the paperless permit application, it is highly recommended that the applicant gathers the items listed below.

Ready to start your application? Click Here: salinas-ca-us.avolvecloud.com

LIST OF REQUIREMENTS	
GENERAL	Create a User Account or Login to Salinas Paperless Permits and Start a New Building Permit Application
	For an online guide on how to apply visit Paperless Building Permit Applicant Guide
COVER PAGE PLANS & DETAILS	Plans: Signed, Stamped and Dated PDF, Individual Sheets, Landscape, Accurate Scale, Sizes: 24"X36", 30"X42"
	Applicable Codes: 2025 California Building and the Fire, Green Building Codes and City of Salinas Municipal Code
	Preparer's Title and Registration, Address, Phone Number
	Project Address, Assessor Parcel Number, Legal Property Owner's Name, Address, Phone Number
	Project Data: Scope of Work Identifying All Work Proposed Under This Permit, Property Type, Type of Construction, Occupancy Classification, Building Height, Fire Sprinkler (Yes / No), Number of Stories, Sheet Index
	Indicate the year the multi-family residential dwellings were constructed in the project data. If constructed in 1991, please include the date. If constructed for first occupancy after March 13, 1991, please show the accessibility requirements of Chapter 11A are met [1102A.2]
	Site Plan: North Arrows, Scale, Setbacks, Lot Dimensions, Property Boundaries, Street Names, Building Footprint and Roofline with all Projections Dimensioned to Property Lines, Vicinity Map, New and Existing Structures, Gates, Walls, Fences, Driveways, Sidewalks, Easements, Utilities, Meter Locations, Accessible Path of Travel... etc.
	Provide elevations of stairs
	Provide architectural stair details. Include the stairway width, tread and riser, landing, handrail dimensions, handrail extension and return, walking surface, etc. [CBC 1011]
	For enclosed decks, provide ventilation calculations on the plans showing the net free cross ventilation area is not less than 1/150 of the area of each separate space within the deck. [CBC 2304.12.2.6]
Deck Section: Specify type of naturally durable wood or preservative treatment for supporting members (beams and posts). [CBC 2304.12.2.5]	
SUPPORTING DOCUMENTS	Provide structural calculations, stamped, and signed by a licensed professional, showing the deck members can support the required loads. Live load is 1.5 times the required LL, not to exceed 100PSF
	Provide specifications and installation instructions for the deck waterproofing. [CBC 2304.12.2.5]
	Construction and Demolition Plan Acknowledgement Form – Please complete and sign the 2 nd page
FEES	CITY OF SALINAS FEES: Building permit fees are based upon the fee and charge report set by the Salinas City Council, found on the City Wide Fee Schedule

The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and an asset to the community. Other divisions, departments or outside agencies may have additional requirements for your project.

Division Contact Information:

Planning	831-758-7206	currplanwebmail@salinas.gov
Fire	831-758-7466	fireprevention@salinas.gov
Building	831-758-7251	epermit@salinas.gov
Paperless Permit	831-758-7251	Option 1