

Deck Permit Guide

This guide is intended as a reference document to assist you in submitting a Deck Permit Application. This guide also explains the process once a permit application is submitted. Please note that failure to submit a complete permit application may result in delays in issuing the permit. It is an offence to construct a deck prior to obtaining a Deck Permit. If you have any questions about the Deck Permit Application process, please contact the building department at 519-348-8429 ext. 230.

Excavation

- 1) Sonotubes must be a minimum 9 inch diameter, 1.2 metres below finished grade and 150 millimetres above grade
- 2) Excavation to be free of organics, loose material and standing water
- 3) Excavation for piers to be spaced as per approved plans
- 4) A footing must be provided at the base of the pier if a roof is proposed over the deck or where the allowable bearing capacity is exceeded.

Framing

- 1) Guard and floor systems must be constructed using preservative treated, pressure treated, cedar lumber or suitable protective coating.
- 2) Ledger construction to be:
 - a) Fastened to structure with minimum 12.7 millimetre lag bolts spaced at maximum 800 millimetres on center
 - b) Lag bolts to be long enough to extend into rim joist and ledger shall not be supported by masonry veneer
 - c) If siding is to be cut around the ledger, proper flashing is to be installed and inspected
- 3) Joists to be fastened to the face of the ledger or beams with joist hangers or to be supported over beams
- 4) Joist hangers to have all holes nailed including shear holes unless other approved fasteners are provided
- 5) Joist size, span and spacing as per approved drawings. A minimum of 50 by 200 millimetre joists are required for fastening of guards
- 6) Solid blocking is required at mid span of floor joists where joist spans exceed 2.1 metres
- 7) Cantilever distances for beams and joists:
 - a) Maximum 400 millimetres for 50 by 200 millimetre joists;
 - b) Maximum 600 millimetres for 50 by 254 millimetre joists; and
 - c) Maximum 300 millimetres for beams unless the beams are supporting walls and a roof in which case no cantilever for the beam is permitted
- 8) Beams and lintels sized as per approved plans, fastened together with minimum 2 rows of 89 millimetre nails at maximum 450 millimetre on center spacing starting at 100 millimetres to 150 millimetres from the end of each beam or lintel;
- 9) Minimum Bearing for beams and lintels:
 - a) 38 millimetres for 2 ply beams or lintels with spans 3 meters or less
 - b) 76 millimetres for 2 ply beam or lintels with spans greater than 3 meters and three, four and five ply beams or lintels

- 10) Beam splices as per the Ontario Building Code (OBC) or over 150 millimetre by 150 millimetre posts as per 9.23.8.3 OBC
- 11) 150 millimetre by 150 millimetre posts shall be centered over pier and fastened to post saddles and beams

Guard Construction

- 1) Guard posts to be a minimum 100 millimetre by 100 millimetre, spaced and fastened at header location as per SB-7, details EB-1 through EB-5
- 2) Top and bottom rails to be fastened to posts as per SB-7, details EA-1 through EA-5, and shall not be climbable between 140 millimetres and 900 millimetres above the walking surface of the deck
- 3) Pickets to be installed as per SB-7, details EC-1 through EC-4 or ED-1 through ED-5, or an Ontario Professional engineer approved system, and are to be spaced at 100 millimetres on center maximum
- 4) Guard height shall be a minimum of:
 - a) 900 millimetres where the walking surface of the deck is less than 1.8 metres above grade, and
 - b) 1100 millimetres where the walking surface of the deck is greater than 1.8 metres above grade.

Stair and Handrail Construction

The length of stair or vertical height between any landing shall not exceed 3.7 metres.

- 1) Stair Risers:
 - a) Private stairs to have a minimum rise of 125 millimetres and a maximum of 200 millimetres;
 - b) Public stairs to have minimum rise of 125 millimetres and a maximum rise 180 millimetres
- 2) Stair Run and Tread depth:
 - a) Private stairs to have a minimum tread of 235 millimetres and a maximum tread of 355 millimetres;
 - b) Public stairs to have a minimum tread of 280 millimetres and a maximum tread of 355 millimetres;
 - c) Tread thickness to be a minimum of 25 millimetres except; where the distance between stringers exceeds 750 millimetres, the tread thickness shall be a minimum of 38 millimetres;
 - d) A uniform tolerance of 5 millimetres between adjacent treads shall be maintained.
- 3) Wood Stringer construction shall be:
 - a) A minimum of 235 millimetres with an effective depth of 90 millimetres;
 - b) Supported and secured at the top and the bottom;
 - c) Not less than 38 millimetres if unsupported along the length; and
 - d) Spaced at:
 - i) 900 millimetres where no risers support the front portion of the tread and the stair serves a single dwelling unit
 - ii) 1.2 metres where risers support the front portion of the tread and the stair serves a single dwelling unit; or
 - iii) 600 millimetres for stairs serving more than one dwelling unit

- 4) Handrails are required on exterior stairs having more than 3 risers:
 - a) The height of handrails shall be between 865 millimetres and 965 millimetres;
 - b) Handrails require intermediate support where the length of the handrail exceeds 1.2 metres
 - c) Guards on sides of stairs not greater than 965 millimetres in height above the tread and having a diameter less than 89 millimetres may also serve as the handrail where a handrail is required

Accessory Structures

If an accessory structure greater than 10 square metres such as a shed is proposed as part of your application, a separate building permit application will be required for these structures. Building permit application forms can be found at <https://www.westperth.com/en/municipal-office/applications-forms-licences-and-permits.aspx>

Required Inspections

The owner of a property on which a deck is being constructed, or their contractor, must arrange for the following inspections:

- 1) Excavation post hole inspection prior to filling with concrete,
- 2) Framing Inspection prior to applying top boards and guards, and
- 3) Final inspection of completed deck

The permit plans and specifications must be on site and made available to the Building Inspector at the time of inspection. The Building Inspector's name and phone number are identified on the Deck Permit and inspections must be arranged 24 hours in advance of the requested inspection time.

Application Submission Checklist

- Completed Building Permit Application form including Schedule A – Designer information form. Permit applications can be emailed to dchaffe@westperth.com or submitted in person to the Building Department at the West Perth Municipal Office (169 St. David St., Mitchell, ON).
- Building Permit Application Fee: Refer to fee schedule
- It is the Owner's responsibility to call before you dig, **Ontario One Call 1-800-400-2255**
- Survey or plot plan of your property showing property lines, structures, septic system, deck and dimensions from edge of deck (or stairs) to each property line. This can be hand drawn but must be clear, concise and drawn to scale
- Provide 2 Construction drawings consisting of a fully dimensioned plan and section showing all structural components:
 - Footing size, spacing and depth below grade
 - Size, spacing and length of fasteners to house (where applicable)
 - Size and spacing of posts
 - Size, span and direction of lintels/beams. (Beams to be minimum 2 ply where joists supported on one side only and minimum 3 ply where joists supported from both sides).
 - Size, span, spacing and direction of joists and decking
 - Location of beam splices
 - Height of deck walking surface above grade
- Stair details to include:
 - Rise, Run and tread dimensions
 - Number, size, spacing and fastening of stringers
 - Vertical height between any landing
- Handrail height and fastening details
- Guard details to include:
 - Spacing of four by four posts
 - Height of guard and location of top and bottom rail above the walking surface of the deck
 - Connection at rim joist detail
 - Top and bottom rail connection to post detail
 - Pickets details

If using a guard other than wood or if guard detail is not part of SB-7; two copies of the manufacturer's installation instructions stamped and signed by a Professional Engineer licensed in Ontario must be submitted. Please ask for these details where you purchase the guard system.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

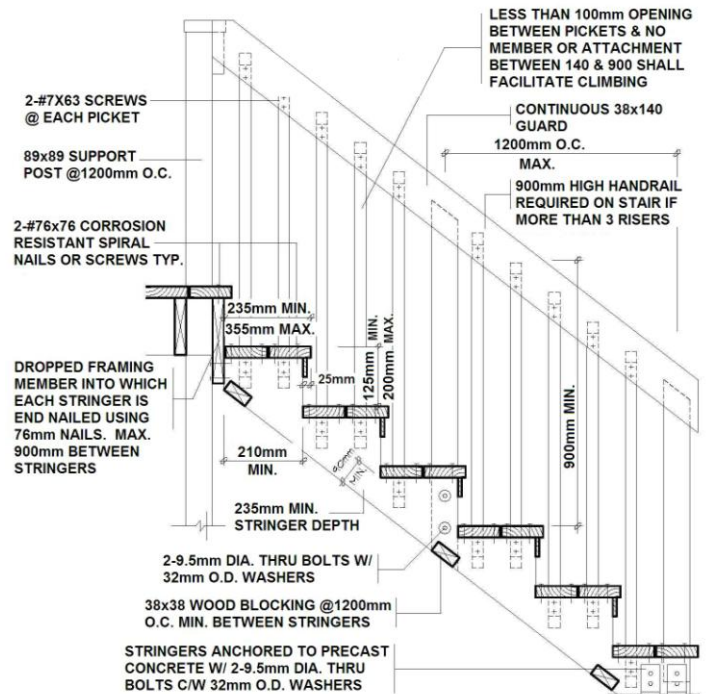
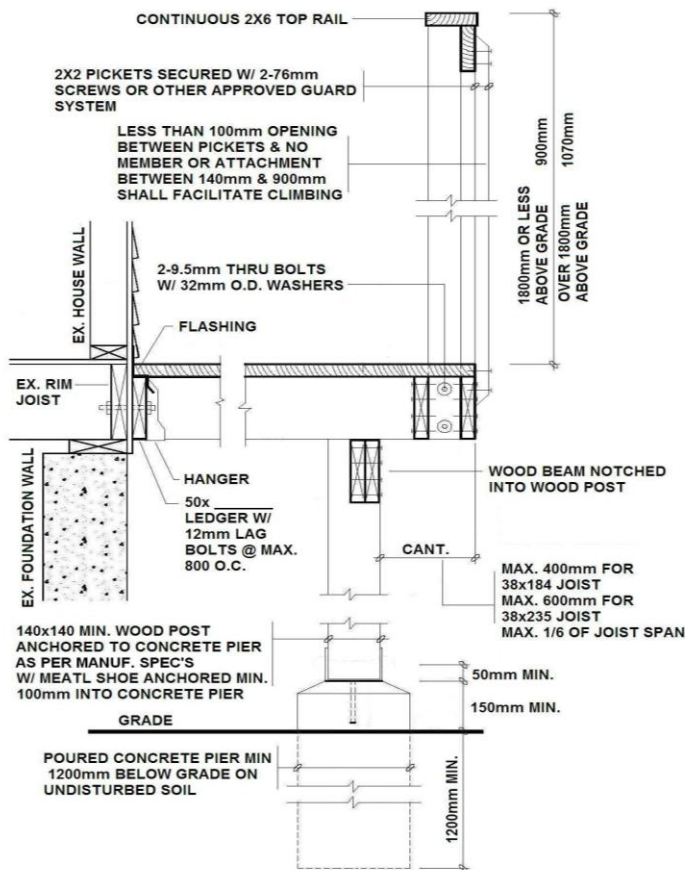
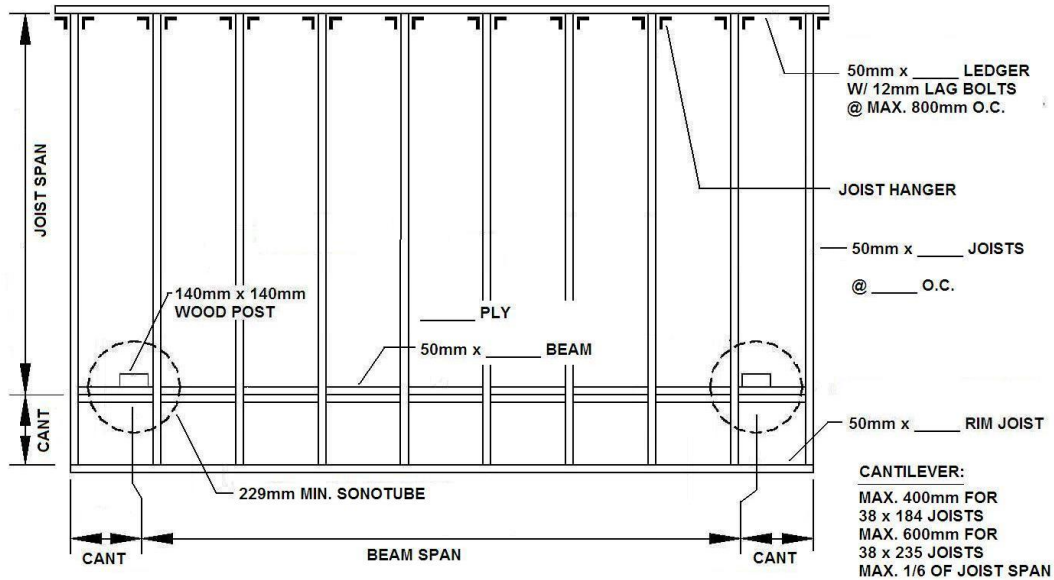


**Schedule A:
Attached Deck**

Building Department
Location: 169 St. David St., Mitchell,
ON Phone: 519-348-8429 ext. 230

Name: _____
Address: _____
Date: _____

Building Permit NO: _____
Reviewed by: _____
Date Reviewed: _____



Guards shall be constructed and connected as per
2006 OBC Supplementary Standard SB-7 Detail
NO.: _____

Please see reverse side for additional information



**Schedule A:
Attached Deck**

Building Department
Location: 169 St. David St., Mitchell, ON
Phone: 519-348-8429 ext. 230

Beam Spans For Decks

(2) 2X8.....	5'-10" (1.8m)
(2) 2X10.....	7'-2" (2.2m)
(2) 2X12.....	8'-4" (2.56m)
(3) 2X8.....	7'-3" (2.21m)
(3) 2X10.....	8'-10" (2.7m)
(3) 2X12.....	10'-3" (3.13m)
(4) 2X8.....	8'-4" (2.55m)
(4) 2X10.....	10'-2" (3.12m)
(4) 2X12.....	11'-10" (3.62m)

Built up beam spans as per table A-12 and A-15 2006 Building Code

Floor Joist Spans for Decks

2X8@12".....	11'-7" (3.54m)
2X8@16".....	11'-0" (3.36m)
2X8@24".....	10'-6" (3.2m)
2X10@12".....	13'-8" (4.17m)
2X10@16".....	13'-0" (3.96m)
2X10@24".....	12'-4" (3.77m)
2X12@12".....	15'-7" (4.75m)
2X12@16".....	14'-9" (4.52m)
2X12@24".....	14'-1" (4.30m)

Joist spans as per table A-1 2006 building code.

ADDITIONAL INFORMATION (CHECKLIST):

- INDICATE THE FOLLOWING ON REVERSE PAGE:**
 - LENGTH OF LAG BOLTS
 - SIZE OF LEDGER
 - JOIST SPAN AND CANTILEVER
 - BEAM SPAN AND CANTILEVER
 - JOIST SIZE AND SPACING
 - BEAM SIZE AND NUMBER OF PLY
 - POST SIZES TO BE 140mm x 140mm
 - SONO TUBES TO BE MIN. 229mm TO 1200mm BELOW FINISHED
 - GRADE SB-7 DETAIL NUMBER FOR GUARDS (SEE BOOKLET) STAIR CONSTRUCTION
- INDICATE THE FOLLOWING ON THE PLOT PLAN:**
 - OVERALL DECK DIMENSIONS
 - LOCATION OF DECK IN RELATION TO HOUSE
 - LOCATION OF DECK IN RELATION TO LOT
 - LINES STAIR LOCATION (S) AND WIDTH
- CONFIRM BEAM CANTILEVER WITH INSPECTOR**
 - MAX. CANTILEVER FOR 38x184 JOISTS = 400mm
 - MAX. CANTILEVER FOR 38x235 JOISTS = 600mm
 - MAX. CANTILEVER = 1/6 OF JOIST SPAN

I _____ HEREBY AGREE TO CONSTRUCT THE DECK IN ACCORDANCE
(PRINT NAME)

WITH THE SUPPLIED INFORMATION NOTED ON PREVIOUS PAGE AND ABOVE.

SIGNATURE: _____ DATE: _____
(OWNER/APPLICANT)

Refer to other side for further information