

## Application for a Permit to Construct – Deck

### Application Requirements

To apply for a permit to construct a deck, the following is required;

- Complete Application for a Permit to Construct a Deck.
- Detailed construction plans to include structural materials and assembly (joist size and span, beam sizes and spans, post sizes, connection details, etc)  
Drawings must be PDF or, if paper, no larger than 11" x 17"
- Plot Plan showing the location and size of the proposed structure, its proposed distance to: all lot lines, centreline of road, high water mark, floodplain (including creeks and wetlands), all other existing structures (including house and outbuildings) and septic system, if rural.

Depending on the location and nature of construction, the following may also be required;

- Written approval from governing agencies (ie MTO, Conservation Authority)
- Agent of Record Letter form, filled out and signed by property owner and applicant, authorizing the applicant to apply for a permit on behalf of the property owner.

### How to Submit

Complete applications can be submitted by email to **permits@greaternapanee.com** or if in person, to the front desk, where a receptionist will scan the application, on your behalf.

If submitting an application in person or require assistance completing an application, please contact the Building Department by phone, prior to your visit.

Please call: 613-354-3351 Monday to Friday 8:30 am to 4:30 pm

Due to the high volume of applications and related inquiries, received daily, we are unable to save or track incomplete applications.

We ask that all applications be submit in their entirety, accompanied by required documentation, once collected.

# Application to Construct - Deck

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

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: <u>TOWNSHIP OF GREATER NAPANEE</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
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 <sup>2</sup> )	
B. Purpose of application			
New Construction	Addition to an existing building	Alteration/repair	Demolition
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	

<b>E. Builder (optional)</b>				
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
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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
<b>I. Declaration of applicant</b>				
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 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC - House	Building Structural	
Small Buildings	Building Services	Plumbing - House	
Large Buildings	Detection, Lighting and Power	Plumbing - All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5 of Division C, of the Building Code.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center; margin-top: 20px;">             _____              Date <span style="margin-left: 150px;">Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence white in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

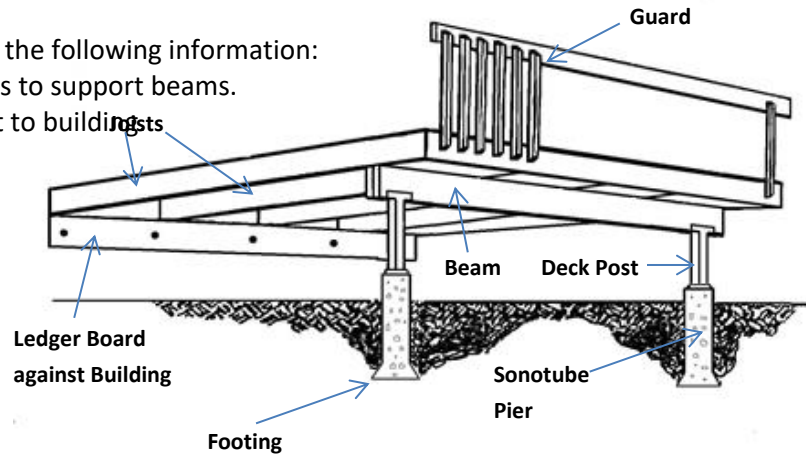
\_\_\_\_\_

Date

## BUILDING PERMIT APPLICATION REQUIREMENTS

For any deck attached to the house, or a free-standing deck that exceeds 108 ft<sup>2</sup> (10m<sup>2</sup>) in area, a building permit is required to be issued prior to starting your construction. Listed below is some of the information that may be needed to support a building permit application for an exterior wooden deck in the Town of Greater Napanee.

1. Site Plan (based off a survey) showing:
  - a) The location of proposed deck in relation to house, and in relation to your property lines.
  - b) The overall dimensions of the proposed deck. (Depth, width, stair and landing locations).
2. Copy of Septic Use Permit or Health Unit approval to confirm required setbacks from your septic system.
3. Copy of Conservation Authority approval if property located in a regulated area.
4. Two copies of Deck Construction Drawings providing the following information:
  - a) Footing sizes and locations of piers and/or posts to support beams.
  - b) Size of ledger board and method of attachment to building posts.
  - c) Floor joist sizes and spans.
  - d) Beam sizes and spans between support posts.
  - e) Height of guard railings above deck surface.
  - f) Stair construction details.
  - g) Dimensions of all components.
  - h) PVC or composite decking and guard systems must have either Minister Ruling or BMEC approval accompanied with CCMC report.



## RESIDENTIAL WOOD DECK DESIGN WORKSHEET

A supplemental information sheet to accompany construction drawings

Permit Application Number \_\_\_\_\_

1. Location of Property: \_\_\_\_\_

2. Overall: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_  
Deck size (highest measurement from ground level to decking)

3. Decking (flooring) material:  2" x 4  2" x 6  5/4" x 6" (deck board)  Composite decking

4. Ledger board size: \_\_\_\_\_ X \_\_\_\_\_ attached with \_\_\_\_\_ long bolts @ \_\_\_\_\_ on center  
(Ledger board attachment requires minimum 1/2" diameter bolts long enough to anchor into solid framing of building)

5. Joist Size: \_\_\_\_\_ X \_\_\_\_\_ @ \_\_\_\_\_ o/c

Max. Span of Joist = \_\_\_\_\_ Max. overhang = \_\_\_\_\_ over beam

Continued on reverse

TYPICAL FLOOR JOIST SPANS *	
Maximum span of Joist	Minimum joist required
11' - 0" (3.36m)	2" x 8" @ 16" o/c
11' - 7" (3.54m)	2" x 8" @ 12" o/c
13' - 0" (3.96m)	2" x 10" @ 16" o/c
13' - 8" (4.17m)	2" x 10" @ 12" o/c
14' - 9" (4.52m)	2" x 12" @ 16" o/c
15' - 7" (4.75m)	2" x 12" @ 12" o/c

**6. Beam**

Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ ply, spanning \_\_\_\_\_ post to post

Max overhang = \_\_\_\_\_ over end post

**7. Post Size:** \_\_\_\_\_ X \_\_\_\_\_ other material: \_\_\_\_\_  
(wood 6"x 6" min)

**8. Total number**

**of Posts:** \_\_\_\_\_ spaced at: \_\_\_\_\_ o.c

TYPICAL BEAM SPANS *	
2 - 2"x 8"	5' - 10" (1.8m)
2 - 2"x10"	7' - 2" (2.2m)
2 - 2"x12"	8' - 4" (2.56m)
3 - 2"x 8"	7' - 3" (2.21m)
3 - 2"x10"	8' - 10" (2.7m)
3 - 2"x 12"	10' - 3" (3.13m)

**\*SPAN CHARTS** The spans noted in the tables above are for Spruce, Pine, Fir (**SPF**) or Pressure Treated Pine (**PTP**) lumber. Spans for **Cedar** or other lumber species may be less than those shown in these tables.

**9. Type of Pier:**  Sonotubes: \_\_\_\_\_ inch diameter  \_\_\_\_\_ other

**10. Type of Footing:**  Bigfoot : \_\_\_\_\_ inch diameter  \_\_\_\_\_  Deck Blocks \*\*  
min. pad size proposed

**\*\* DECK BLOCKS** may be approved for use as footings where:

- The deck area is less than 592 ft<sup>2</sup> (55 m<sup>2</sup>), not attached to any other structure, and does not support a roof.
- The maximum height of the underside of the deck joists is 23 5/8" (600mm) above ground level.

**11. Guard Height =** \_\_\_\_\_  
**Proposed**

MINIMUM GUARD HEIGHT REQUIREMENTS	
Deck Surface Above Ground	Guard Height
More than 23 5/8" (600mm)	35" (900mm)
More than 5' 11" (1800mm.)	42" (1070mm)
More than 32' 10" (10 metres)	59" (1500mm)

**12. Wooden Guard Type:**  Cantilevered pickets per SB- 7 of code  Post and rail per SB- 7 of code  Other – Answer question 14 below

**13. Proposed SB – 7 detail to be used** (please circle) Post and rail system = EA – 1 2 3 4 with EB – 1 2 3 4 5 6 with EC – 1 2 3 4  
Cantilevered pickets = ED – 1 2 3 4 5

**14. Alternative Guard design is**

- Designed by an Engineer
- Manufactured per Ministers Ruling
- Manufactured with BMEC authorization (Building Materials Evaluation Commission)

**IMPORTANT NOTES REGARDING CUSTOM GUARDS**

Steel, aluminum and glass railing/guard systems must be designed in accordance with the structural requirements of Part 4 of OBC Div. B and engineered design must be submitted.

Openings in guards must not exceed 4" (100mm) and designed to be non-climbable (vertical pickets only)

If a bench is incorporated into the guard, the required guard height is measured from above the bench surface