



Residential Decks

Building Permit Information Guide

Revised April 2018

Municipal Office

Box 70, 263 Main St.
Odessa, Ontario
K0H 2H0
Phone: 613-386-7351
www.loyalist.ca

Office Hours

Winter
September through April
Mon – Fri 8:30 am – 4:30 pm

Summer
May through August
Mon – Thu 8:15 am -4:30 pm
Fri 8:15 am – 12:15 pm

Contents

1. Introduction
2. Additional Approvals & Design Considerations
3. Building Permit Application Checklist
4. Sample Drawings
5. Building Permit Application
6. Schedule One Designer Information
7. Agent Authorization Form

Introduction

The following guide has been developed to assist homeowners in obtaining a building permit for a deck. The Ontario Building Code Act requires a permit to be obtained prior to constructing a deck if any of the following situations occur:

- The deck is attached to any structure, including a Single Family Dwelling (house), regardless of the height above grade or the area of the deck,
- The proposed detached deck will occupy an area greater than 10m² (107 ft²) or;
- The deck serves an entrance/exit.

All detached decks must be a minimum of 2m away from a structure (as per the Township's Zoning By-law). The closest part of any deck must be a minimum of 1.5m from any septic tank and 5m from any septic bed.

Applicants are encouraged to contact the Building Department prior to applying for a permit to discuss the requirements for their specific project.

Once an application is received it will be reviewed by staff for sufficiency of completion. If the application is not accompanied by the plans, specifications, information and documents as outlined in this informational pamphlet, the applicant will be notified within 2 business days, of the outstanding information required.

Incomplete applications will be placed on hold until all of the required information is received. Complete applications will be reviewed within 10 business days.

Zoning By-law Requirements

The setbacks from the edge of the deck or edge of the stairs (where applicable) and maximum permitted lot coverage are prescribed by the Loyalist Township Zoning By-Law 2001-38.

Permit Fees

2018 Building permit fees for decks are calculated at \$12 per \$1,000 of construction cost. Construction cost is calculated at \$25 per square foot of uncovered deck (including stairs) and \$40 per square foot of covered deck (including stairs). The minimum building permit fee of \$100 applies to all decks. A \$200 fee will be added to any deck that is started without a permit.

Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email info@loyalist.ca.

Building Department

Development Services Analyst

Sally Daigle
ext.128
sdaigle@loyalist.ca

Chief Building Official

Murray Beckel
ext. 130
mbeckel@loyalist.ca

Building Services Supervisor

Mark Parkinson
ext. 174
mparkinson@loyalist.ca

Building Inspectors

Randy Sangster
Ext. 125
rsangster@loyalist.ca

Stephen Mailloux
Ext. 127
smailloux@loyalist.ca

Ashutosh Bhowmick
Ext. 136
abhowmick@loyalist.ca

Administrative Assistant

Pamela Barnard
ext. 126
pbarnard@loyalist.ca

Additional Approvals & Design Considerations

Approvals from Other Agencies

In some circumstances, approvals are required from other agencies before the Township is able to issue a building permit. Applicants are encouraged to contact the Building Department prior to applying for a permit to determine if other approvals may be required for a specific project.

Cataraqui Region Conservation Authority

Approval may be required from the CRCA if your project is within 15m of a floodplain; 50m of the top of bank of a water course; 120m of a Provincially significant wetland or 30m of all wetlands great than 0.5ha. Please contact Andrew Schmidt, Development Technician, at 613-546-4228, for additional information.

KFL&A Public Health

Structures shall be a minimum of 1.5m from a septic tank and 5m from a tile bed. For further information please contact KFL&A Public Health at 613-354-3357.

Ministry of Transportation Approval

If your property is located near a Provincial Highway approval may be required from MTO. For additional information, please contact the MTO Corridor Management Office at 1-888-362-1770.

Underground Utility Locates

Contact Ontario One Call to locate underground utilities before you dig. To request a free locate call 1-800-400-2255 or visit www.on1call.com.

Heritage Designated Properties

Alterations to properties designated under the Ontario Heritage Act will require approval from the Heritage Committee. Please contact Jim Sova, Planner, at 613-386-7351, ext. 144, for additional information.

Design Considerations

The homeowner is permitted to design their deck without being qualified under the Ontario Building Code. If the deck is greater than 55m² and designed by any designer other than the homeowner, the designer must be qualified under the Ontario Building Code with a BCIN or be an Architect or an Engineer.

Design Drawings Provided by Building Material Suppliers

Design drawings provided by building material suppliers often lack all of the details necessary to approve the permit, however; they may be modified to include all relevant information. Please ensure that drawings contain all of the necessary information on the plan and cross section before submitting your application to avoid delays.

Guards

Guards are not required on a deck if the walking surface of the deck is less than 600mm above adjacent grade (adjacent grade must extend a minimum of 1.2m away from the deck). If a guard is required it must be constructed to meet the requirements of SB-7 of the 2012 Ontario Building Code. Guards not meeting the SB-7 must have a Building Material Evaluation Commission (BMEC) ruling, or be reviewed by an Ontario Professional Engineer. Guards must be 900mm above the deck for decks up to 1.8m above grade and 1070mm for decks above 1.8m. When purchasing a guard or railing system, be sure to ask for the details of the height of the guard above the deck surface, detail of the deck to house connection, and confirmation that the product is approved for use in Ontario.

Proprietary Products and Materials

Not all products or materials sold are approved for use in Ontario. PVC or composite decking and guard systems must have a BMEC authorization to be used in Ontario. Steel, aluminum and glass railing systems must be designed in accordance with structural requirements of Part 4 (Div. B) of the Ontario Building Code. Generally this requires the design to be approved by an Ontario Professional Engineer. All applications proposing the use of materials or system not specifically allowed for under Part 9 (Div. B) of the Ontario Building Code must submit the applicable manufacturer's installation manual and engineering data, BMEC approval and/or a design stamped by an Ontario Professional Engineer. Please check into these items before purchasing or planning to use any of these products.

Building Permit Application Checklist

Items required for a complete building permit application submission:

- Completed building permit application
- Schedule 1: Designer Information form
- Copy of Deed/Land Transfer (copies may be obtained at Service Ontario)
- Agent Authorization form (required if the property owner is not submitting the application)
- Approvals from other agencies as required
- Site plan indicating the following:
 - Property address;
 - Dimensions and area of the property;
 - Square footage of all existing structures on the property;
 - Dimensions of deck;
 - Distance from deck to all property lines, easements, right-of-ways, and other structures;
 - Location of septic system and distance from deck (if applicable)
 - Location of water and sewer lines (if applicable)
 - Site plans may be hand drawn but must be clear and drawn to scale.
- 2 sets of construction drawings (11" x 17" and PDF version) consisting of fully-dimensioned plan view and cross-section view. Please refer to sample drawings.

Drawing Requirements

Plan view showing:

- Deck dimensions
- Column size, spacing and locations
- Pier size
- Beam size, span and location
- Joist size, spacing and direction
- Stair location and width
- Ledger board size and connection details
- Decking size and material
- Type of material used for structure

Cross section showing:

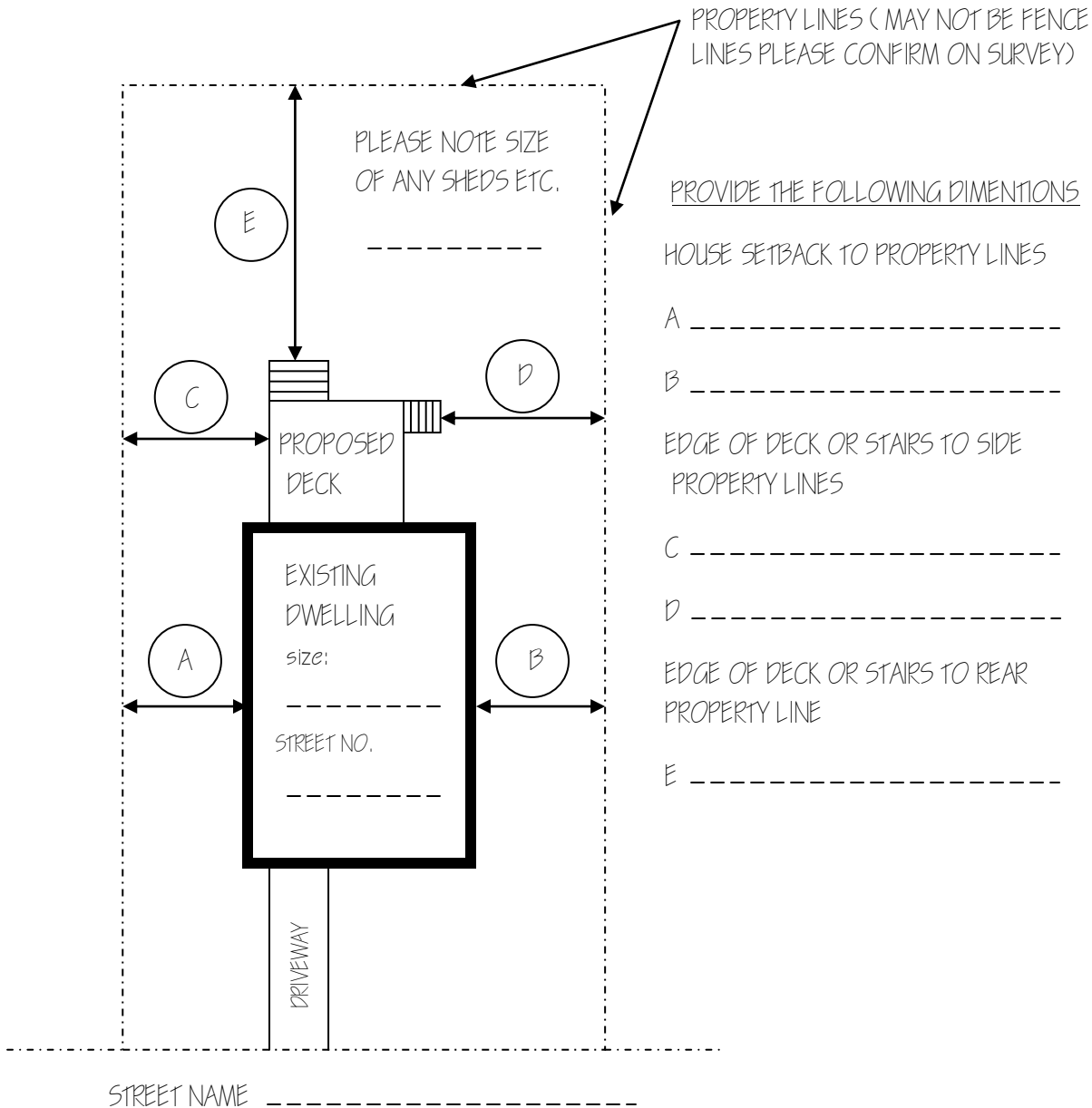
- Deck height above finished grade
- Footing/foundation size and depth below grade
- Beam size and method of connection to column
- Column size and method of connection to pier
- Joist and beam cantilever distances
- Guard/railing height and type

Covered Decks

The following information is required for covered decks in addition to the above.

- Truss layout from the manufacturer or rafter size, spacing and span if hand-framing
- Connection detail of beam to support posts
- Beam size and span
- Column size, spacing and locations
- Roof height and slope
- Sheathing material and thickness, roofing material type

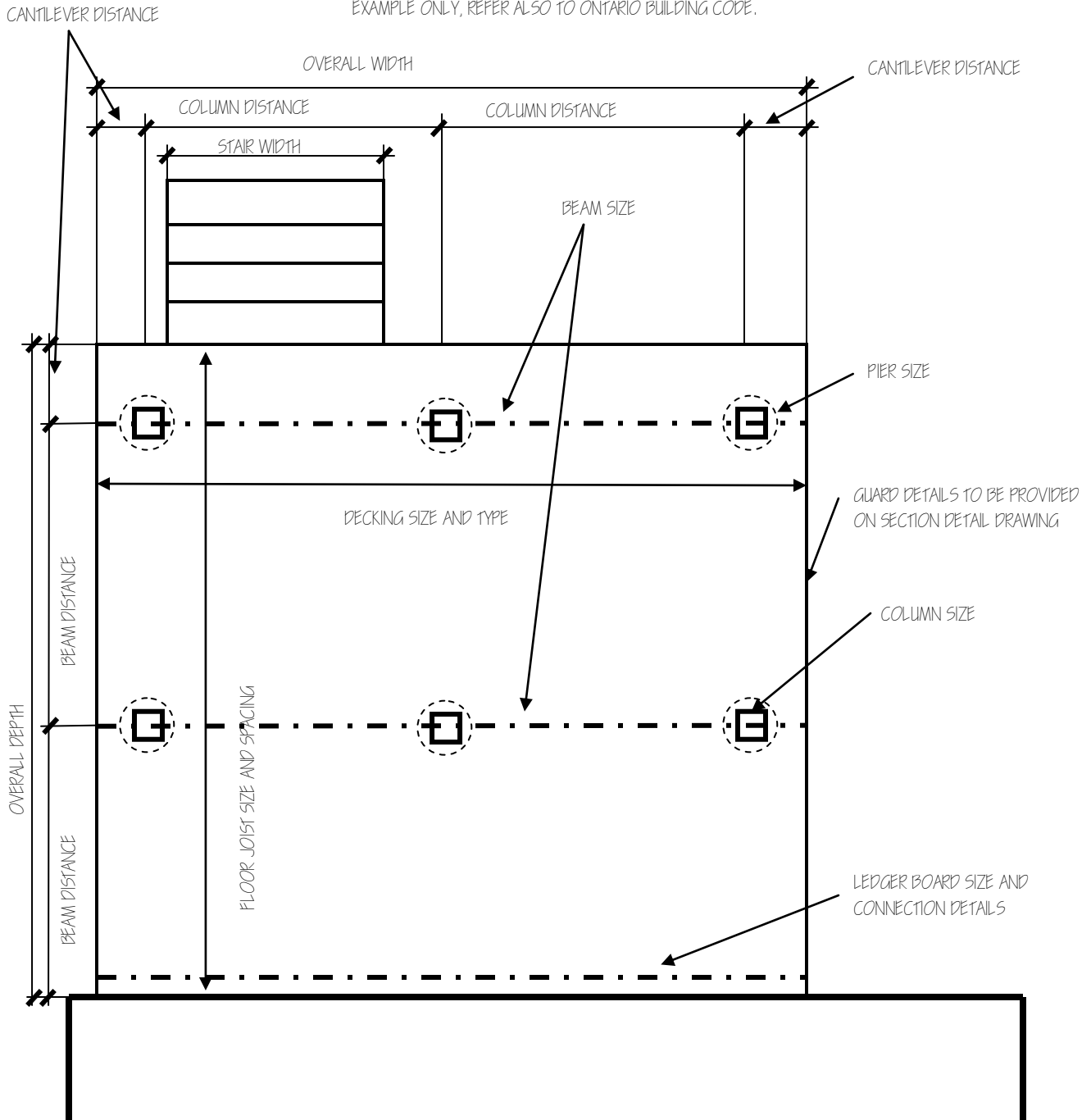
SAMPLE SITE PLAN



- REQUIRED SETBACKS ARE SET OUT IN LOYALIST TOWNSHIP ZONING BY-LAW 2001-38
- CATARAQUI REGION CONSERVATION AUTHORITY (CRCA) APPROVAL MAY BE REQUIRED DUE TO PROXIMITY TO WATER BODIES
- KINGSTON FRONTENAC LENNOX & ADDINGTON HEALTH BOARD APPROVAL MAY BE REQUIRED DUE TO PROXIMITY TO SEPTIC FIELD OR TANKS.
- PLEASE CONSIDER CONTACTING LOYALIST TOWNSHIP BUILDING DEPARTMENT FOR YOUR ZONING AND SETBACK REQUIREMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

SAMPLE FLOOR PLAN

EXAMPLE ONLY, REFER ALSO TO ONTARIO BUILDING CODE.



- LEDGER BOARD TO BE ATTACHED TO HOUSE WITH MIN 12MM (1 / 2") CONNECTORS AT MAX 810MM (32") CENTERS
- PROVIDE OF MATERIAL USED FOR STRUCTURE
- PROVIDE TYPE OF MATERIAL USED FOR DECKING
- PROVIDE TYPE OF MATERIAL USED FOR GUARD(S)

SAMPLE SECTION

LEDGER BOARD BOLTED TO FOUNDATION
OR RIM JOIST
DO NOT FASTEN OVER VINYL SIDING OR
ATTACH TO BRICK.

RAILING PICKETS TO COMPLY WITH SBT OR
SUPPLY ENGINEERED DESIGN

GUARD REQUIRED IF DECK
IS 600mm (24") OR
MORE ABOVE GRADE

900mm (36") HIGH IF
LESS THAN 1800mm
(5'11") ABOVE GRADE

1070mm (42") HIGH IF
MORE THAN 1800mm
(5' 11") ABOVE GRADE

CANTILEVER
MAX 400mm (16") FOR 2X8 JOISTS
MAX 600mm (24") FOR 2X10 JOISTS
MAX 1/6 OF JOIST SPAN

BEAM SIZE

BEAM SADDLE

POST SIZE MIN 150mm
x 150mm (6" x 6")

COLUMN SADDLE

MIN 150mm (6")
ABOVE GRADE

PIER SIZE

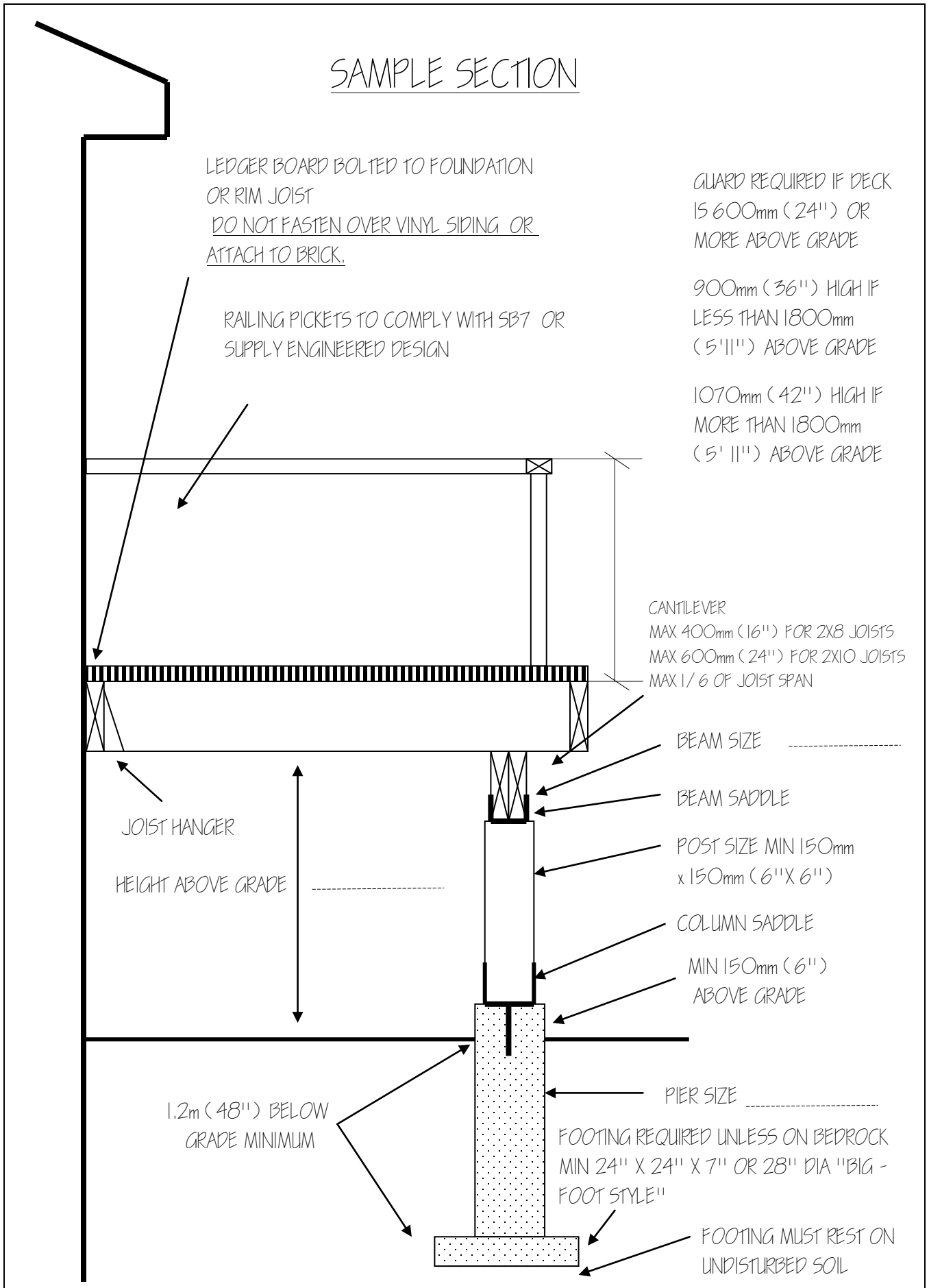
FOOTING REQUIRED UNLESS ON BEDROCK
MIN 24" X 24" X 7" OR 28" DIA "BIG -
FOOT STYLE"

FOOTING MUST REST ON
UNDISTURBED SOIL

JOIST HANGER

HEIGHT ABOVE GRADE

1.2m (48") BELOW
GRADE MINIMUM





Application for a Permit to Construct or Demolish

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

NOTE: A copy of the deed to your property is required prior to permit issuance.

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 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>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>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>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"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="margin-top: 20px;"> </p> <p style="margin-top: 5px;"> Date Signature of Designer </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.



AGENT OF RECORD LETTER

(If the owner is NOT the applicant)

(If multiple owners, an Authorization Letter from each owner is required)

---PLEASE PRINT CLEARLY---

If an agent is representing the owner(s), they must complete the following:

I, (we) _____
(name(s) of owner, individuals or company)

being the registered owner(s) of the subject property, hereby authorize _____
(name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

(property address)

(Please check appropriate box)

- Construct Install Alter Renovate

(Describe work below)

(print name of owner)

(print name of agent)

(signature of owner)

(signature of agent)

(day) / (month) / (year)