

Town of Lakeshore Building Department



GUIDE TO DECKS

www.lakeshore.ca

Decks

When is a building permit required for a deck?

Any deck that is greater than 8" in height, will require a building permit.

Why are building permits needed?

Permits are required to ensure that construction meets the minimum standards set out in the Ontario Building Code. They are also required to ensure that other applicable laws such as zoning by-laws, site plan control etc. are complied with.

Who should apply for a permit?

It is the property owner's responsibility to ensure that a building permit is obtained. You may authorize your contractor to apply for the permit, however as the owner, ensure that a permit is in place prior to commencement of work. Owner should also verify that all work, inspections and all permits are complete prior to finalizing any contracts.

What does the Building Department provide?

The building department reviews all applications for building permits to ensure compliance with all applicable zoning by-laws, applicable laws and building code requirements.

In addition, we perform the inspections as mandated by the Building Code Act based on the project that is being constructed.

The Building Department are available to answer any questions you may have. For additional information call 519-728-2818.

What is required for a building permit?

Documents for permit applications will vary by the type of construction project. Every project will require an application to construct or demolish. This can be found on our web site at www.lakeshore.ca.

The following is a list of required documents for a deck application:

- Application to Construct or Demolish
- Designer form
- Two sets of scaled drawings (if paper size is greater than 11x14)
- Other approvals (as required)ERCA, Septic System Application, County Approval

Please note that incomplete applications or plans will not be accepted.

What drawings will I need to submit?

Along with your completed application form you will be required to submit two full sets of construction drawings completed by a certified designer. All drawings shall be a minimum scale as indicated or scale that is legible. The following drawings are required.

- Site plan
- Floor layout
- Guard, Stairs & Handrail Detail
- Cross section of footing
- Cross Section of how the deck is being attached to house
- Engineering drawings (where required)
- See Attached Sample Drawing

Along with the drawings listed above, other approvals may be required for your particular project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit.

- ERCA (Essex Regional Conservation Authority)

Example Site Plan & Application Submittal Requirements

TYPICAL PATIO DECK DETAILS WHEN DECK IS ATTACHED TO HOUSE

SAMPLE FLOOR LAYOUT

SAMPLE ATTACHMENT @ HOUSE DETAIL

SAMPLE GUARD & POST DETAIL

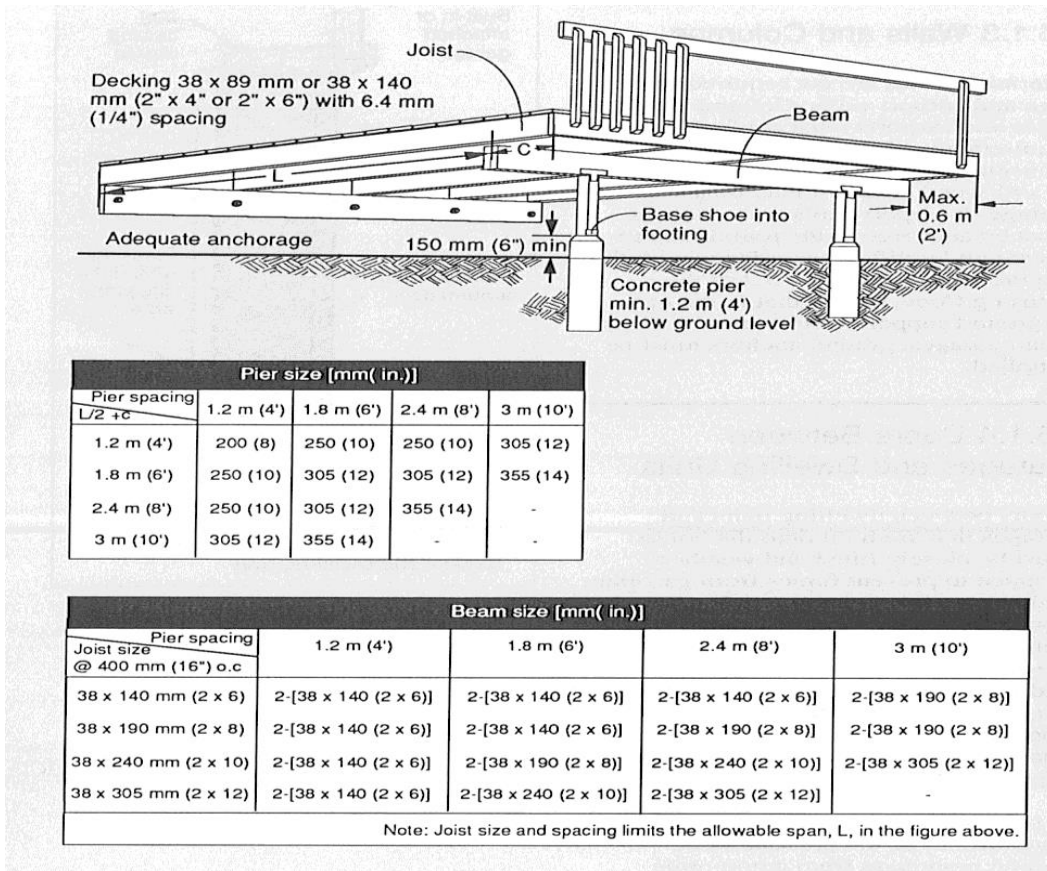
GENERAL NOTES & REQUIRMENTS

- PROVIDE SITE PLAN OR SURVEY ILLUSTRATING LOT SIZE, LOCATION OF ALL EXISTING BUILDINGS, WEEPING BED, PROPOSED AREA OF DECK WITH SET BACKS TO ALL LOT LINES.
- PROVIDE FLOOR LAYOUT OF DECK (SEE EXAMPLE SHOWN).
- ALL LUMBER TO BE No. 2 SPF OR BETTER.
- OPTIONAL "METAL SHOE BASE" ALLOWED WHEN ANCHORED WITH 1/4" DIA. BOLT SET MIN 4" INTO CONCRETE PIER FOOTING SET MIN. 42" BELOW GRADE.
- REQUIRED GUARD HEIGHT: A) GUARD SHALL BE MIN. 2'-11" IF DECK HEIGHT IS LESS THAN 5'-11"; B) GUARD SHALL BE MIN 3'-6" IF DECK HEIGHT IS GREATER THAN 5'-11".
- ALL POSTS TO BE PRESSURE TREATED OR CEDAR WOOD, MIN 4"x4"
- HAND RAIL IS REQUIRED FOR STAIRS MORE THAN 3 RISERS HIGH
- ALL DECKS HIGHER THAN 24" SHALL HAVE A GUARD.
- ALL GUARDS TO BE NON-CLIMBABLE

NOTE: THIS SAMPLE SHEET IS INTENDED FOR REFERENCE PURPOSES ONLY. CONSTRUCTION DETAILS MAY VARY.

file: S:\DWG2\ctsk.dwg

SAMPLE ONLY



What is the cost of a building permit?

Please refer to the Town of Lakeshore Tariff of Fees By-Law & Town of Lakeshore Develop Charge By-Law to view the current fee schedule

How long does it take to get my permit and when can I start?

Residential building permits are usually issued within 10 business day of a complete application being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner or the contractor of the project. Inspections must be booked at least 24 - 48 hours in advance.

Here is a list of required inspections:

1. FOOTING INSPECTION

- All formwork placed and secured.
- Footing depth shall be min. 42" depth
- Excavation shall be clear of standing water and debris.
- Soil shall be Undisturbed at bottom of footing.

2. FRAMING INSPECTION

- Framework to be reviewed before face boards are installed.

3. FINAL INSPECTION

- All works have been completed including railing and steps have been installed.

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 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>Individual BCIN: _____</p> <p>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>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> 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.