

Residential Building Permit Checklist Uncovered/Covered Deck

Project Name:		<i>Building Permit Label (completed internally)</i>
Project Address:		
Applicant:		
Applicant Address:		

The following items are required for plan review:		YES	N/A
1.0	Two copies of legible site plans – drawn to scale and dimensioned		
1.1	Showing property lines and dimensions.		
1.2	Showing all existing buildings, boundaries, and distances to property lines and to adjacent buildings on the same property.		
1.3	Clearly showing roof eaves and overhangs sizes, if deck is covered.		
1.4	Location of gas and electric meters.		
2.0	Two copies of construction drawings - drawn to scale and dimensioned		
2.1	Foundation – including deck beams, piles and/or pads size and spacing. Beam splices must be shown or located directly over supporting posts. All posts must be at least 6x6 (or 3ply 2x6 if allowed). Note proposed frost cover. (Southlands is an area that will require at least 2.1m of frost protection.)		
2.2	Deck construction details – including joist size and spacing, deck board thickness, hanger locations, ledger attachment.		
2.3	Guardrail and/or handrail heights shown. Stairs and guardrail construction details, including material to be used (metal/wood).		
2.4	For covered decks - Roof joist/truss sizes and o/c spacing, roof slope, roofing material & roof connection to the house (i.e. supported off wall or fascia board), fascia reinforcement or beam pockets (if required), beam and post sizes and distance between support posts.		
2.5	If aluminum or pre-manufactured roof, a copy of the manufacturer specifications must be included. (See Standata 06-BCI-009)		
2.6	If the underside of the deck is being enclosed, groundcover, ventilation grills, and the framing material must be identified.		

3.0	Additional permits - A homeowner permit will only be issued to a property owner that resides or plans to reside in a Single Family Dwelling.		
3.1	Additional permits may be required.		
4.0	Additional documents		
4.1	Locate slips for underground utilities.		
4.2	A gas agreement - Required if the gas meter must be moved.		
4.3	Engineered details for premanufactured deck roof and joists components not covered by Part 9 of the ABC.		

**Checklist must be completed by applicant prior to submittal.
 Minor changes or notes on submitted plans may be in blue or black ink.
 RED INK IS RESERVED FOR DEPARTMENT.**

NOTE:
Any missing or incorrect information will delay the permit issuance.