

Building Permit Application Requirement List: DECKS

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

1. Site Plan (plot plan or RPR), shall include:
 - North Arrow;
 - Property lines, shown and labelled ;
 - Location of buildings in relationship to property line; including front, rear, and side yard setbacks;
 - All easements and right-of-ways shown and labelled;
 - Dimensions of proposed deck(s); and
 - Distance from proposed deck(s) to all property lines.
2. Deck Detail Sheet.
3. Letter of Authorization from the **property owner(s)** registered on title, including contact information.
4. **COVERED DECK ONLY:** Specifications for a permanent foundation and supporting details must be provided.
5. **COVERED DECK ONLY:** Details describing how structure is attached to the building, whether building is proposed or existing.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.

IMPORTANT

- Only complete applications will be added to the permit queue.
- If a listed requirement is missing, you will receive an email notification with instructions.
- Follow the instructions provided throughout the application process.

TIP: Name the documents that you upload the same as they appear in the Requirement List above. (Example, 'Site Plan', 'Floor Plan', etc.)