



BUILDING A DECK PROCESS AND INFORMATION GUIDE

519.855.4407 ext. 237
harold.knox@erin.ca
www.erin.ca

All Drawings submitted for building permit must include:

- **2 set** of drawings to a recognizable standard scale, of which **1 set** of drawings is required to be an **electronic copy** of drawings (PDF only)
- **Required designer stamp.** BCIN, Architect and/or Engineer (as applicable)

When is a building permit required for a deck?

- When a deck (new or replacement) is 108ft² in size or greater
- When performing structural alteration to the deck
- When the deck is attached to another structure

Drawing requirements for a building permit application

1. A copy of the property survey of your lot or equivalent site plan.
 - a. Please draw on location of shed or garage and distance to:
 - i. Property lines
 - ii. Septic system
2. Construction drawings
 - a. Floor framing plan
 - i. Joist/beam sizing and direction
 - ii. Connection to existing structure (only if attached)
 - b. Side views (front and side)
 - i. Height of deck above grade to be noted
 - c. Sections
 - i. Cross Section
 - ii. Wall sections (as needed)

Note: See attached sample drawings (4 pages) for further details on the above required drawings.

Where to apply for a building permit:

To apply for a building permit please bring all required drawings to the Building Department in Lower Level of Municipal Office located at 5684 Trafalgar Road Hillsburgh, Ontario.

Office hours:

Monday to Friday
8:30am – 4:30pm

Cost of building permit

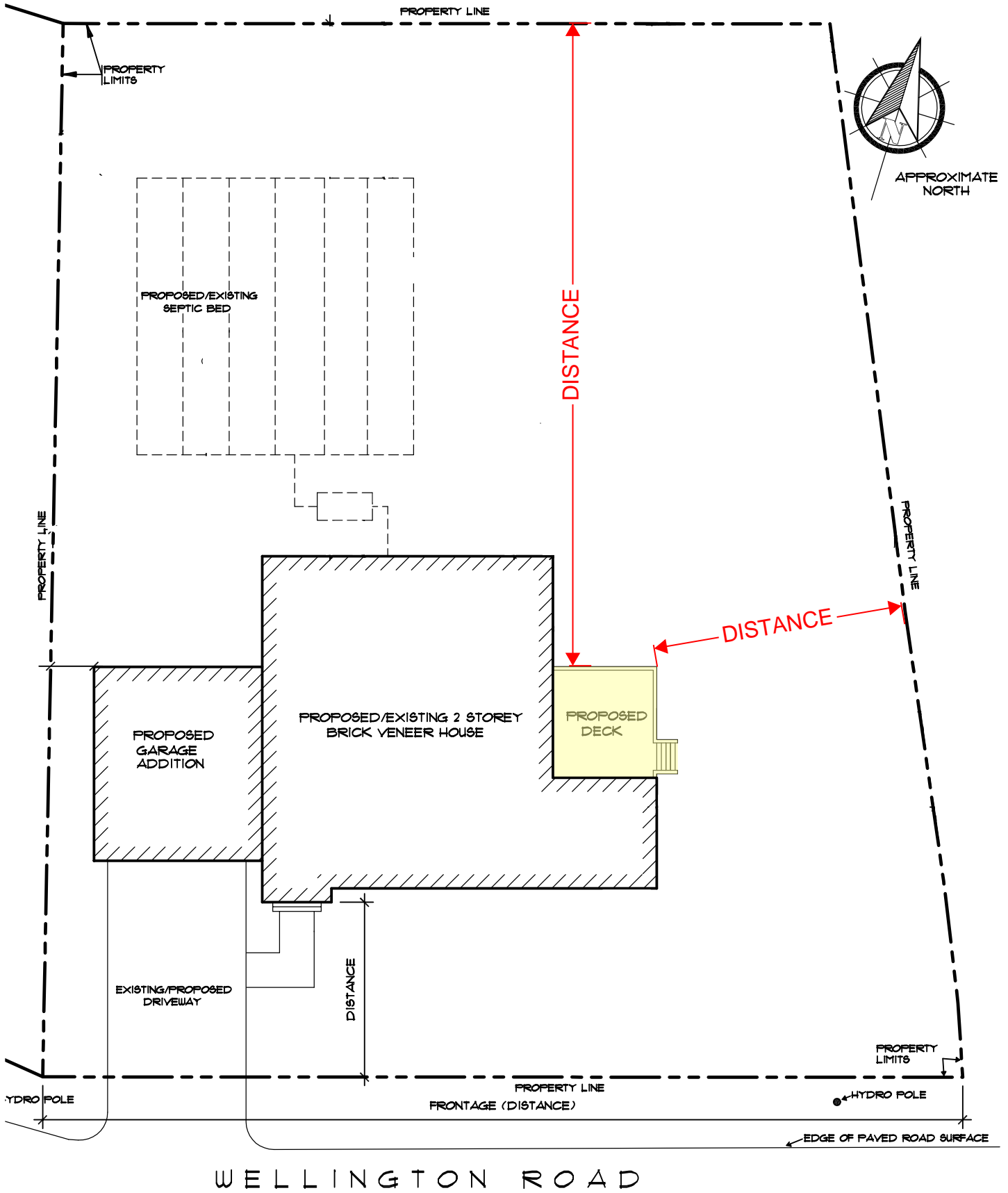
The cost of the permit is minimum **\$200** (up to a 300sf building).

The permit fee for deck larger than 300sf is at a rate of **\$0.666/sf**.

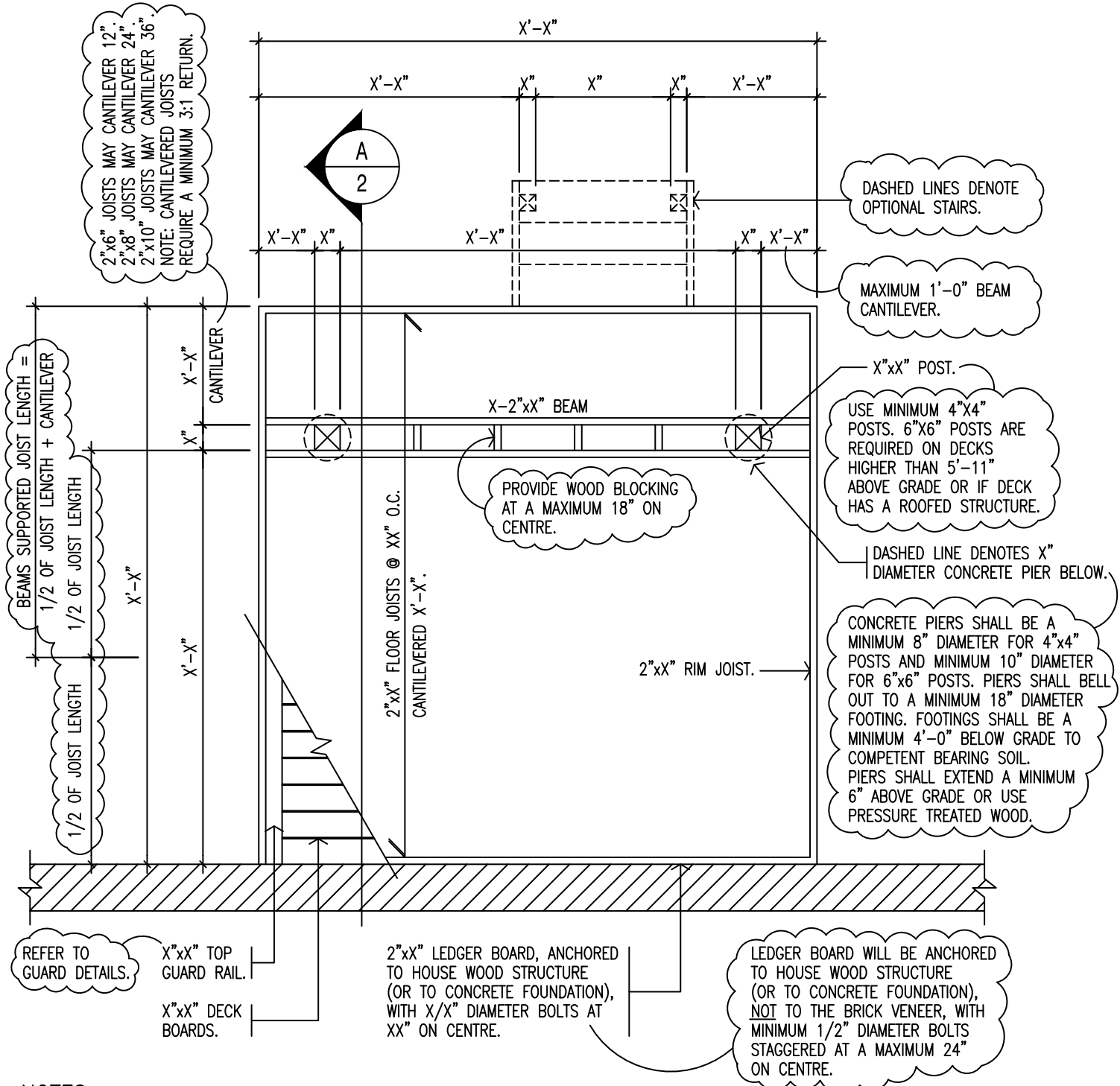
The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment.

Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days



Drawing Name: SAMPLE SITE PLAN	Project: PROPOSED DECK	Page: 1 of 4
Scale: 1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....	Address: 123 TOWNOFERIN STREET	



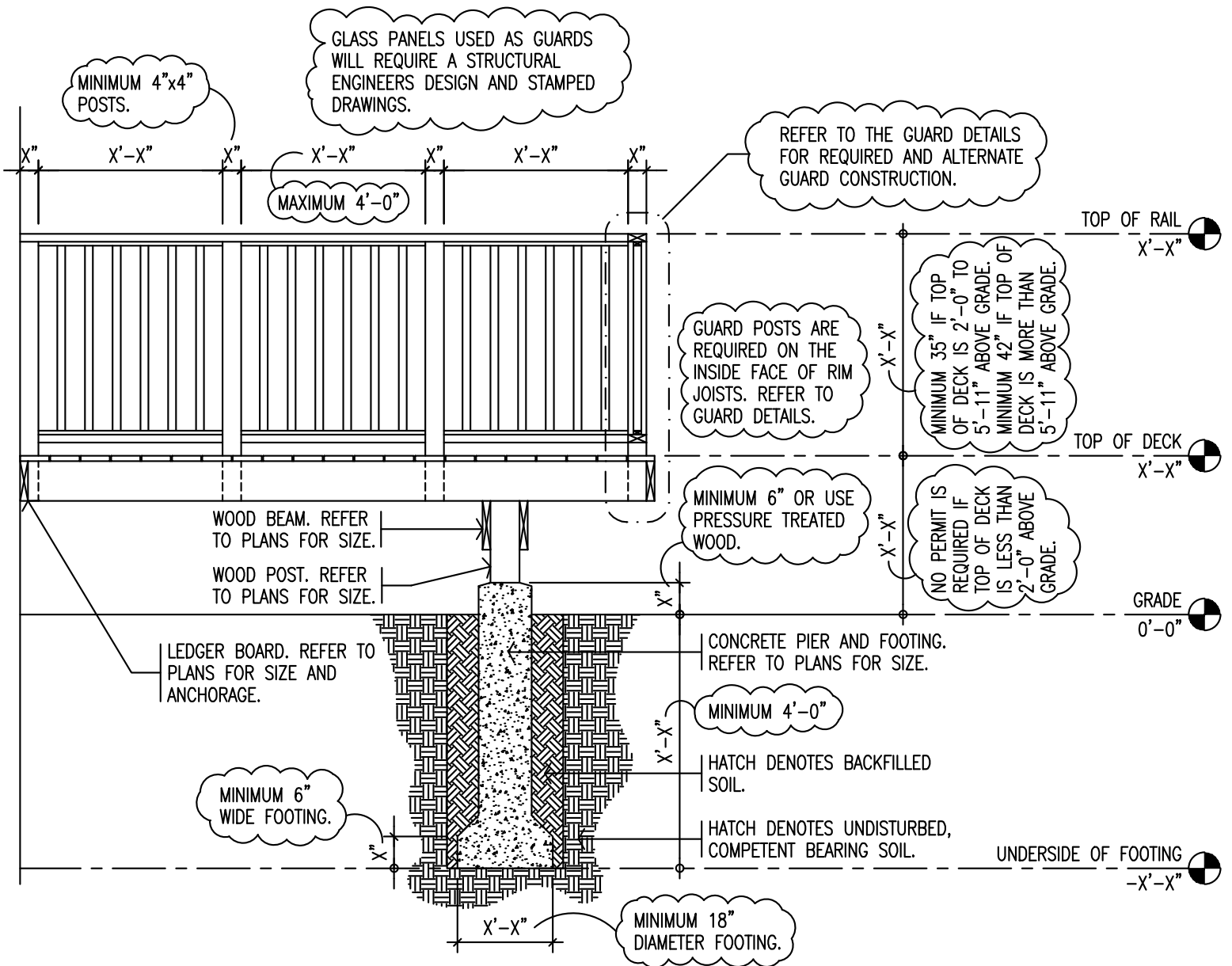
NOTES:

1. DRAWINGS ARE NOT TO BE USED FOR CONSTRUCTION.
2. DRAWINGS ARE FOR SAMPLE PURPOSES ONLY.
3. DO NOT SUBMIT THIS DRAWING AS PART OF YOUR DRAWING PACKAGE.
4. DETAILS SUBMITTED FOR REVIEW ARE TO BE DRAWN AT A RECOGNIZED SCALE. FOR EXAMPLE 1/2"=1'-0" OR 1"=1'-0".
5. ANY DECK STRUCTURE SUPPORTING A HOT TUB OR POOL WILL BE REQUIRED TO BE DESIGNED BY A STRUCTURAL ENGINEER.
6. REFER TO THE ERIN ZONING BY-LAW FOR ZONING REQUIREMENTS.

LEGEND:

- DENOTES MINIMUM CODES.
- $X'-X''$, X'' , $2''xX''$, XX'' DENOTES INFORMATION THAT IS REQUIRED IN YOUR DRAWING PACKAGE. THIS INFORMATION CONSISTS OF DIMENSIONS, SIZES FOR STRUCTURAL ELEMENTS AND OTHER MATERIALS.

Drawing Name: Floor Framing Plan	Project: PROPOSED DECK	Page: 2 of 4
Scale: 1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....	Address: 123 TOWNOFERIN STREET	



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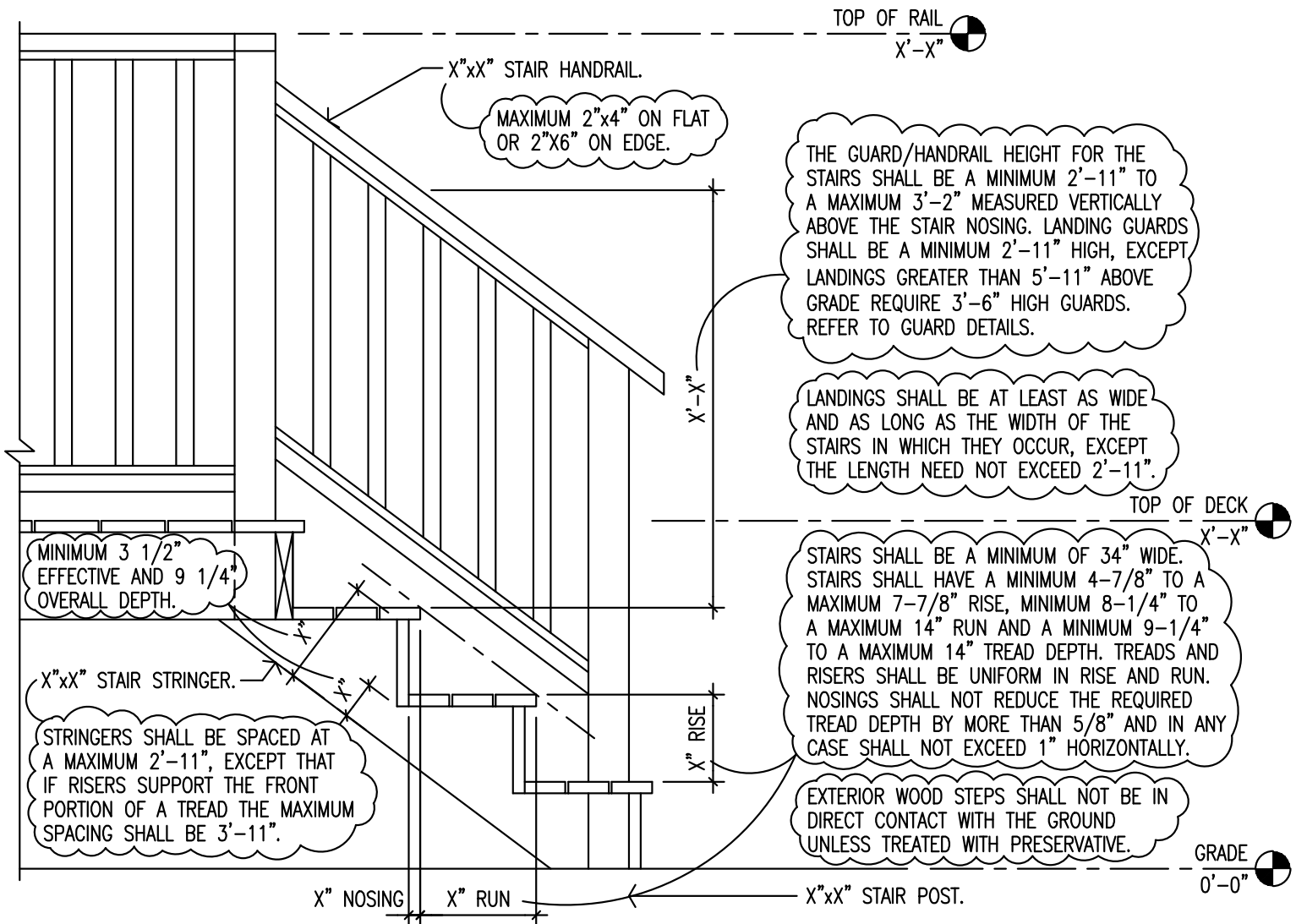
LEGEND:



DENOTES MINIMUM CODES.

X'-X", X", 2"xX", XX DENOTES INFORMATION THAT IS REQUIRED IN YOUR DRAWING PACKAGE. THIS INFORMATION CONSISTS OF DIMENSIONS, SIZES FOR STRUCTURAL ELEMENTS AND OTHER MATERIALS.

Drawing Name: Cross Section	Project: PROPOSED NEW SHED/GARAGE	Page:
Scale: 1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....	Address: 123 TOWNOFERIN STREET	3 of 4



DECK JOIST S-P-F #1 & 2	2"x6"			2"x8"			2"x10"		
	SPACING - ON CENTRE								
	12"	16"	24"	12"	16"	24"	12"	16"	24"
STRAPPING	9'-7"	8'-11"	8'-2"	11'-7"	11'-0"	10'-6"	13'-8"	13'-0"	12'-5"
BRIDGING	10'-4"	9'-5"	8'-2"	12'-6"	11'-9"	10'-9"	14'-7"	13'-8"	12'-11"
BRIDGING & STRAPPING	10'-4"	9'-5"	8'-2"	13'-2"	12'-3"	10'-9"	15'-2"	14'-2"	13'-2"

DECK BEAM S-P-F #1 & 2	2"x8"			2"x10"			2"x12"		
	NUMBER OF MEMBERS								
	2-PLY	3-PLY	4-PLY	2-PLY	3-PLY	4-PLY	2-PLY	3-PLY	4-PLY
SUPPORTED JOIST LENGTH									
8'-0"	8'-7"	10'-1"	11'-1"	10'-6"	12'-10"	14'-2"	12'-2"	15'-0"	17'-3"
10'-0"	7'-8"	9'-4"	10'-4"	9'-4"	11'-6"	13'-2"	10'-10"	13'-5"	15'-6"
12'-0"	7'-0"	8'-7"	9'-8"	8'-6"	10'-6"	12'-2"	9'-11"	12'-3"	14'-2"
14'-0"	6'-6"	8'-0"	9'-2"	7'-11"	9'-9"	11'-3"	9'-2"	11'-4"	13'-1"
16'-0"	6'-1"	7'-6"	8'-7"	7'-5"	9'-2"	10'-6"	8'-7"	10'-7"	12'-3"
18'-0"	5'-9"	7'-1"	8'-2"	6'-11"	8'-7"	9'-11"	8'-1"	10'-0"	11'-6"
20'-0"	5'-5"	6'-8"	7'-9"	6'-8"	8'-2"	9'-5"	7'-8"	9'-6"	11'-0"

Drawing Name:

STAIR SECTION & SPAN TABLES

Project:

PROPOSED DECK

Page:

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Scale:

1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....

Address:

123 TOWNOFERIN STREET