



Building Department
P.O. Box 22
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APPLICATION GUIDELINES (2012) - DECK

Application for Permit

To obtain a permit under Subsection 8(1) of the Act, the applicant shall file an application in writing by completing a prescribed provincial application form available from the Chief Building Official, the Municipality of Highlands East website or the Ministry of Municipal Affairs and Housing Building Code website.

Additional Permits

The following permits, where applicable, are required to accompany an application for building permit:

- 1) Conservation Authority Approval: To be obtained from the Crowe Valley Conservation Authority.
- 2) Other permits as may be required.

Required Plans

Drawings, plans and specifications to accompany an application for permit:

- 1) Site Plan (metric)
 - Lot area and dimensioned property lines
 - Direction north indicated
 - Size and use of all structures including location of all structures with dimensions to property lines
 - Location of septic system
 - Location of driveway and parking areas
 - Location of easements, right-of-ways, overhead power lines, etc.
- 2) Foundation Plan (minimum scale: 3/16"=1'-0" or 1:75 (metric))
 - Footings supporting pilasters, columns and piers
 - Foundation supporting structure including construction type and material
 - Floor framing above including all proprietary layouts, details and specifications
 - Building section and detail markers
- 3) Floor Plans (minimum scale: 3/16"=1'-0" or 1:75 (metric))
 - Stair, landing, guard and handrail location, type, material, etc.
 - Existing and proposed wall openings including size and supporting structure above
 - Floor framing above including all proprietary layouts, details and specifications
 - Building section and detail markers
- 4) Sections and Details (minimum scale: 1/4"=1'-0" or 1:50 (metric))
 - Stair, landing, guard and handrail details, etc.

- Dimensioned finished grade to deck platform height(s)

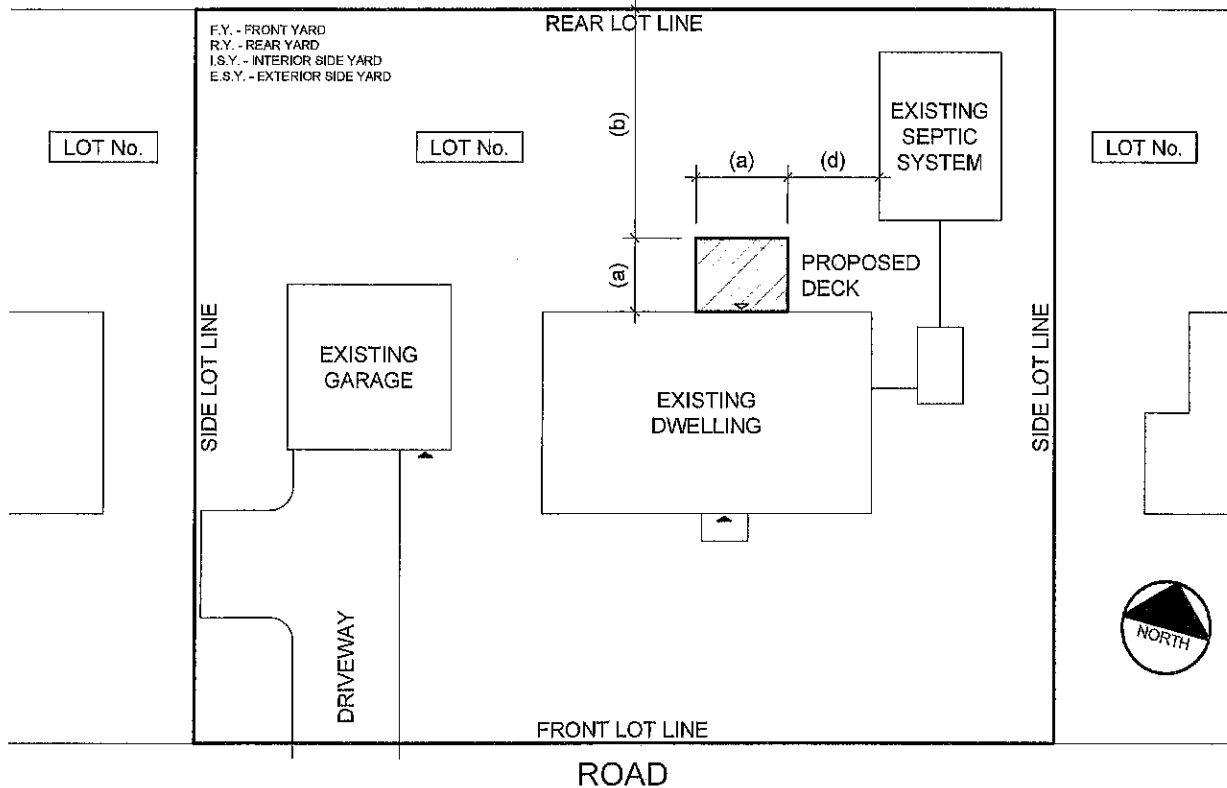
General Notes

- 1) The permit application shall include 2 complete sets of fully dimensioned construction drawings. A non-refundable deposit of \$75 shall accompany the application for permit.
- 2) All drawings and specifications are to be project specific.
- 3) Refer to our zoning by-law, available on our website (www.highlandseast.ca) for setback information, restrictions to location, size, etc.
- 4) All drawings are to be drawn to scale. The scale shall be noted on the drawings.
- 5) **DO NOT** include presentation graphics (furniture, etc.) on construction drawings.
- 6) Where the proposed deck is to be constructed within 1 metre of a required setback or survey monuments are not visible, verification of setback **MUST** be provided by an Ontario Land Surveyor prior to footing inspection.
- 7) If the deck surface is more than 2'-0" and less than 5'-11" above finished ground level, a minimum 36" high guard is required. If the deck surface is 5'-11" or more above finished ground level, a minimum 42" high guard is required. Guards are required on stairs where the deck height is 24" or more above finished ground level. No opening in the guard shall exceed 4". Guards shall be designed such that no member, attachment or opening between 5½" and 35" above the deck surface will facilitate climbing.
- 8) Stairs with more than 3 risers require a handrail on at least one side.
- 9) Decks attached to an adjacent structure shall be constructed on foundations that extend to minimum 48" below finished ground level.
- 10) Concrete piers shall be minimum 8" in diameter supporting 4x4 posts and minimum 10" in diameter where the supported post is 6x6.
- 11) Where 5/4 decking is proposed, the decking shall be installed perpendicular to the joists where the joists are spaced at 16" o/c. Decking may be installed at an angle of 45° to the deck joist where the deck joists are spaced not more than 12" o/c.
- 12) Required inspections:
 - a) Footing: After excavation of post holes, prior to placement of concrete,
 - b) Framing: After framing is complete, prior to installation of decking, and
 - c) Occupancy/Final: Upon completion of deck, **PRIOR TO USE.**Note: Inspections will be conducted within 2 business days from receipt of notice.
- 13) Doors providing access to the proposed deck shall be secured or blocked to prevent access to deck until occupancy for the deck has been granted by the Chief Building Official.
- 14) Any changes to the approved plans must be reviewed by the Building Department prior to commencement of construction.

NOTES:

- 1) SITE PLAN TO BE DRAWN TO SCALE.
 - 2) ALL DIMENSIONS, ETC. TO BE SHOWN IN METRIC.
 - 3) INCLUDE ALL LOT LINES AND DIMENSIONS.
 - 4) INDICATE ALL PROPOSED AND EXISTING BUILDINGS, DECKS, SEPTIC SYSTEM, ETC.
 - 5) SHOW SIZE AND USE OF ALL PROPOSED AND EXISTING BUILDINGS.
 - 6) SHOW SETBACKS TO PROPOSED AND EXISTING BUILDINGS, ETC.
 - 7) SHOW EASEMENTS, RIGHT-OF-WAYS, OVERHEAD POWER LINES, ETC.
- (a) LENGTH/WIDTH OF STRUCTURE
 - (b) SETBACK TO PROPERTY LINE
 - (c) CLEARANCE TO ADJACENT BUILDING
 - (d) CLEARANCE TO SEPTIC SYSTEM

SITE INFORMATION		
LOCATION:	MUNICIPAL ADDRESS	
LEGAL:	LOT No. PLAN No. CON. No. ETC.	
ZONING:	CURRENT ZONING OF PROPERTY	
/ / / / /	REQUIRED	PROVIDED
LOT AREA		
G.F.A. DWELLING ACCESSORY BLDG.		
LOT COVERAGE (%)		
SETBACKS		
F.Y. DWELLING ACCESSORY BLDG.		
R.Y. DWELLING ACCESSORY BLDG.		
I.S.Y. DWELLING ACCESSORY BLDG.		
E.S.Y. DWELLING ACCESSORY BLDG.		
No. OF STOREYS		
BLDG. HEIGHT		



drawing title
**SITE PLAN
DECK**
project

application no.

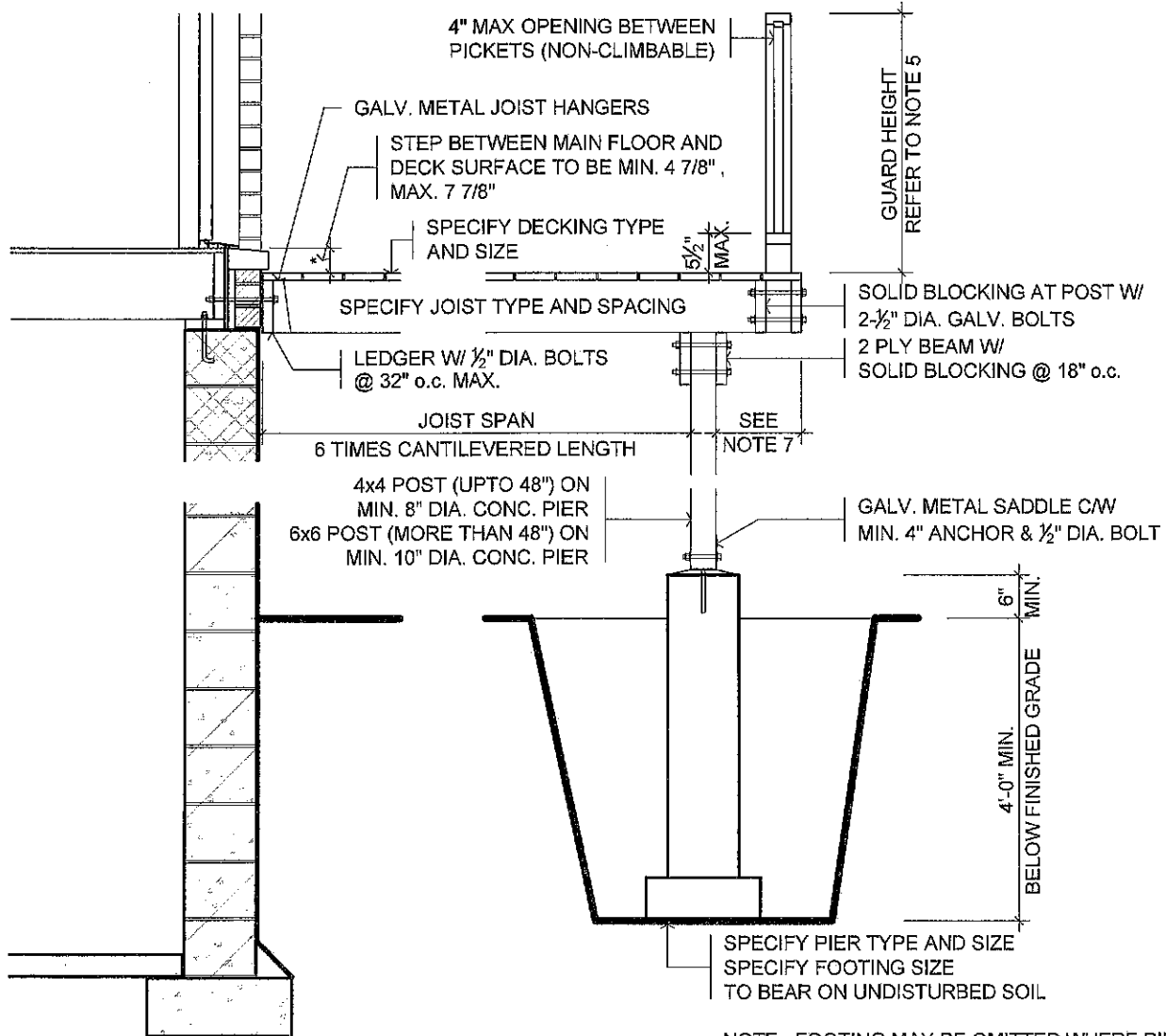
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A-1

CONSTRUCTION NOTES:

- 1) LUMBER TO BE DECAY RESISTANT SPF #2 OR BETTER. POSTS TO BE MIN. 4x4 (SOLID).
- 2) ALL METAL FASTENERS TO BE CORROSION RESISTANT.
- 3) CONCRETE TO BE MIN. 2200 PSI @ 28 DAYS.
- 4) CONCRETE PIERS & FOOTINGS TO BEAR ON UNDISTURBED SOIL HAVING MIN. BEARING CAPACITY OF 1570 PSF.
- 5) GUARD TO BE MIN. 36" HIGH WHERE DECK IS MORE THAN 24" AND LESS THAN 5'-11" ABOVE GRADE AND MIN. 42" HIGH WHERE DECK IS 5'-11" OR MORE ABOVE GRADE.
- 6) LEDGER BOARD MUST BE SECURED TO FOUNDATION WALL OR STRUCTURAL FRAMING. DO NOT LAG TO BRICK VENEER.
- 7) BEAMS AND JOISTS MAY CANTILEVER MAX. 16" FOR 2x8 AND MAX. 24" FOR 2x10 BUT NOT MORE THAN 1/6 OF JOIST OR BEAM SPAN.

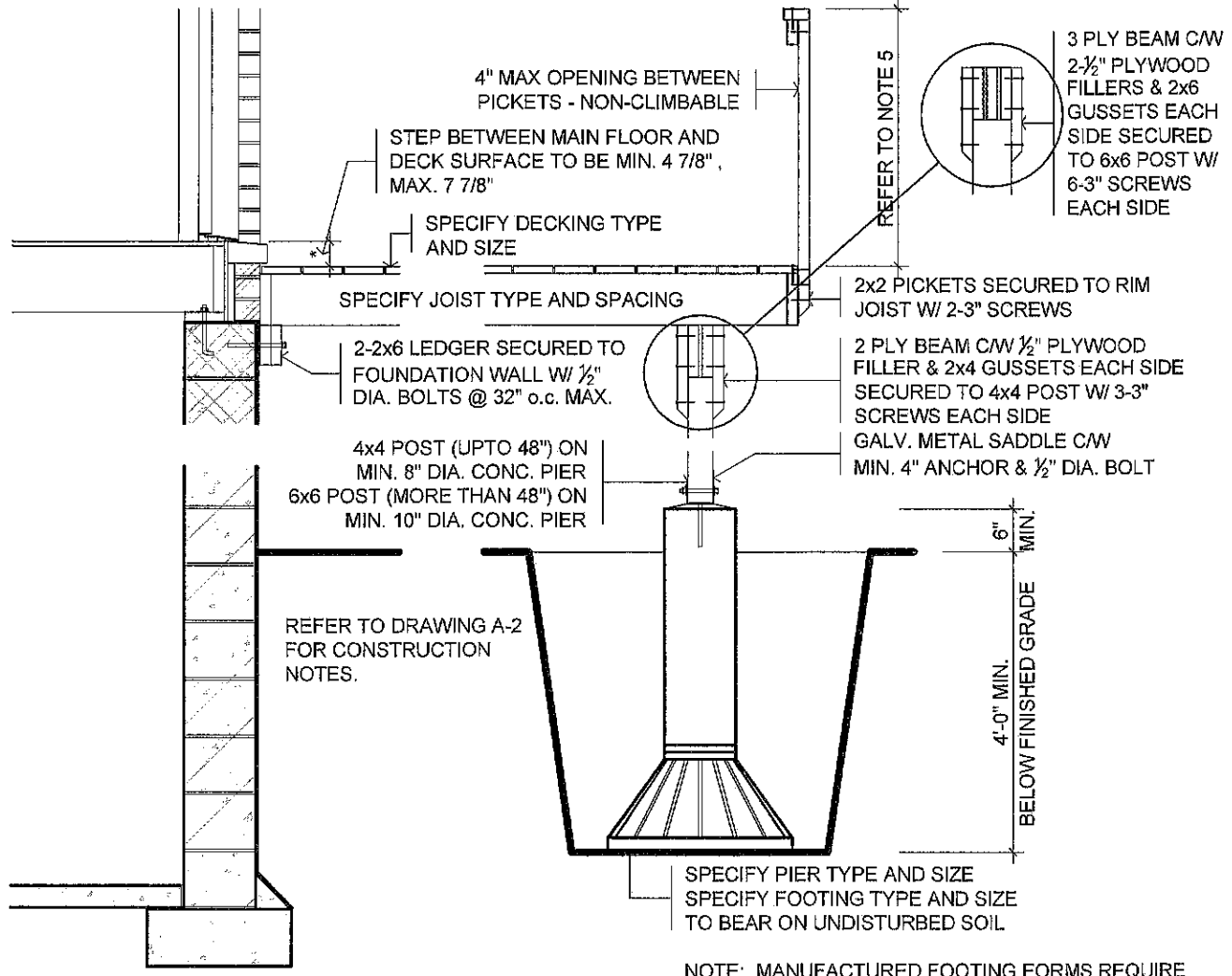
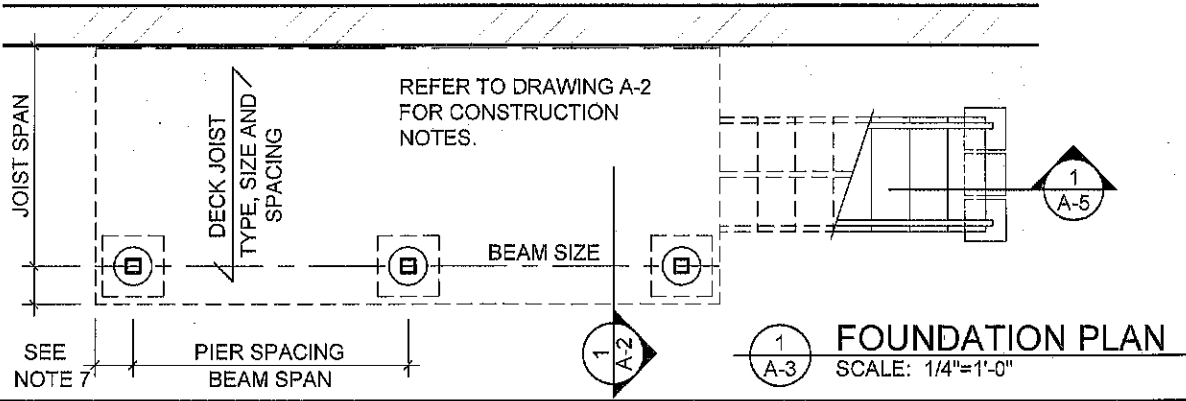


1 SECTION THROUGH DECK
A-2 SCALE: 1/2"=1'-0"

NOTE: FOOTING MAY BE OMITTED WHERE PIER SIZE MEETS REQUIREMENTS OF CHART - DWG. A-5



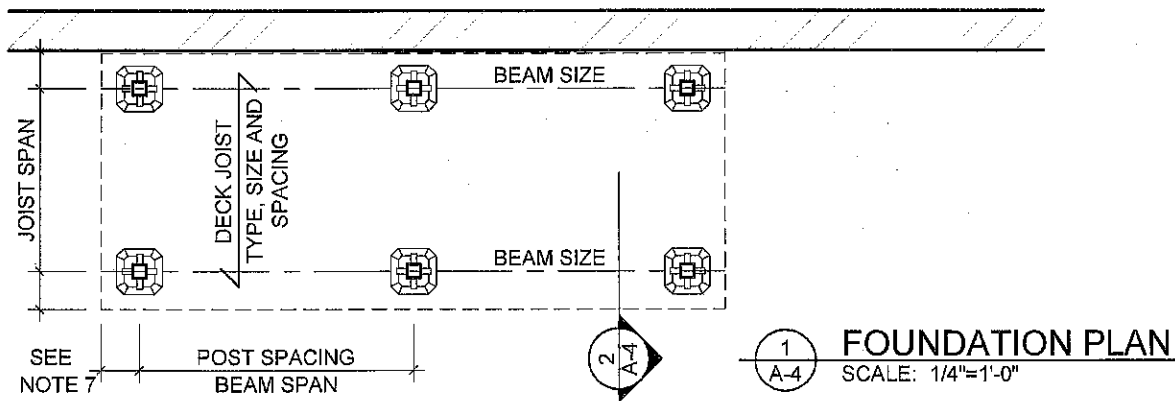
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PIER ON CONCRETE FOOTING	date
project	drawing number
	A-2



2 SECTION THROUGH DECK
SCALE: 1/2"=1'-0"

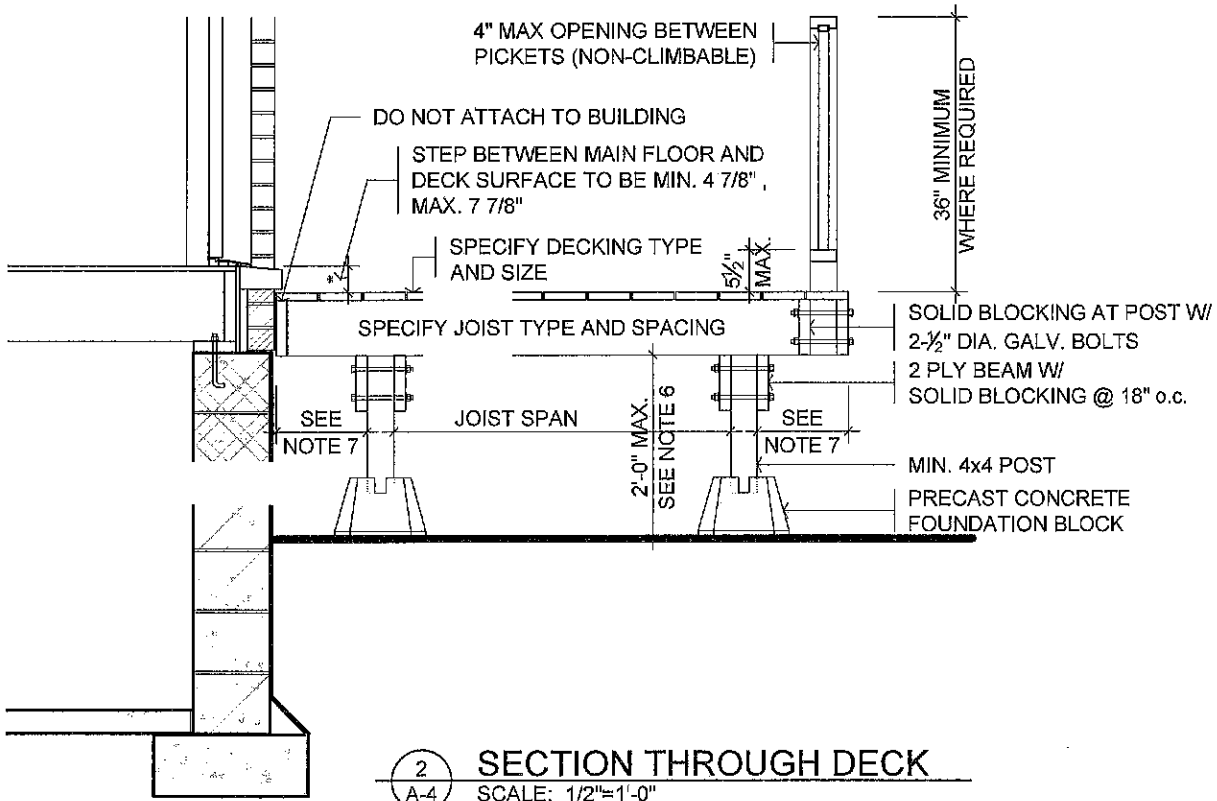


drawing title PIER ON FOOTING FORM	application no.
	date
	drawing number A-3
project	



CONSTRUCTION NOTES:

- 1) DECK NOT TO EXCEED 592 S.F. IN BUILDING AREA.
- 2) DECK NOT TO BE ATTACHED TO BUILDING.
- 3) LUMBER TO BE DECAY RESISTANT SPF #2 OR BETTER. POSTS TO BE MIN. 4x4 (SOLID).
- 4) FOUNDATION BLOCKS TO BEAR ON UNDISTURBED SOIL HAVING MIN. BEARING CAPACITY OF 1570 PSF - ORGANICS TO BE REMOVED TO SOLID BEARING.
- 5) GUARD TO BE MIN. 36" HIGH WHERE DECK IS 24" OR MORE ABOVE GRADE.
- 6) DECK HEIGHT NOT TO EXCEED 24" FROM GRADE TO UNDERSIDE OF DECK JOISTS.
- 7) BEAMS AND JOISTS MAY CANTILEVER MAX. 16" FOR 2x8 AND MAX. 24" FOR 2x10 BUT NOT MORE THAN 1/6 OF JOIST OR BEAM SPAN.



drawing title

DECK ON FOUNDATION BLOCKS
DECKS NOT EXCEEDING 592 S.F. IN BUILDING AREA

project

application no.

date

drawing number

A-4

JOIST SPAN	PIER SPACING								JOIST SIZE
	4 FT.	6 FT.	8 FT.	10 FT.	4 FT.	6 FT.	8 FT.	10 FT.	
6 FT.	8" Ø	10" Ø	12" Ø	14" Ø	2-2x6	2-2x6	2-2x8	2-2x10	2x8
8 FT.	10" Ø	12" Ø	14" Ø	16" Ø	2-2x6	2-2x8	2-2x10	2-2x12	2x8
10 FT.	12" Ø	14" Ø	16" Ø	18" Ø	2-2x6	2-2x8	2-2x10	2-2x12	2x8
12 FT.	12" Ø	14" Ø	16" Ø	18" Ø	2-2x6	2-2x8	2-2x10	2-2x12	2x10

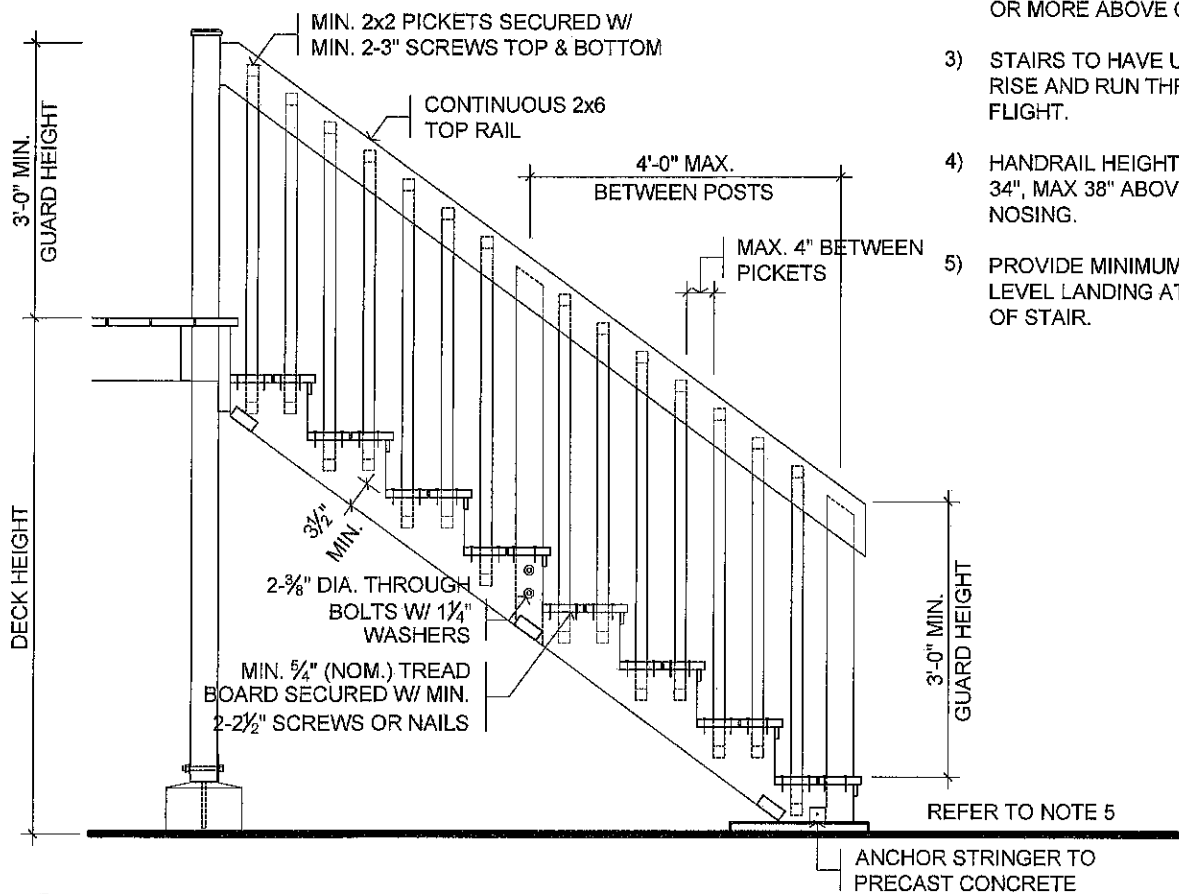
NOTES:

- 1) PIERS TO BE MIN. 8" DIAMETER, CONCRETE FILLED.
- 2) JOISTS TO BE MIN. 2x8.
- 3) JOISTS SPACED MAX. 16" o.c.

STAIR DIMENSIONS			
	RISE	RUN	TREAD DEPTH
MAX.	7 $\frac{1}{8}$ "	14"	14"
MIN.	4 $\frac{1}{8}$ "	8 $\frac{1}{4}$ "	9 $\frac{1}{4}$ "

NOTES:

- 1) HANDRAIL REQUIRED ON AT LEAST ONE SIDE OF STAIR W/ MORE THAN 3 RISERS.
- 2) MIN. 36" HIGH GUARD REQUIRED ON STAIRS WITH MORE THAN 6 RISERS OR WHERE DECK HEIGHT IS 24" OR MORE ABOVE GRADE.
- 3) STAIRS TO HAVE UNIFORM RISE AND RUN THROUGHOUT FLIGHT.
- 4) HANDRAIL HEIGHT TO BE MIN. 34", MAX 38" ABOVE STAIR NOSING.
- 5) PROVIDE MINIMUM 36"x36" LEVEL LANDING AT BOTTOM OF STAIR.



1 SECTION THROUGH STAIR
A-5 SCALE: 1/2"=1'-0"



drawing title

SECTION THROUGH STAIR W/ GUARD

project

application no.

date

drawing number

A-5