



# DECK PERMIT APPLICATION PROCESS

R6

## DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO 'SUBMISSION REQUIREMENTS' - see below
2. PERMIT FEES – \$207.94 FLAT FEE (*cash, credit card, cheque or debit accepted*)

## GENERAL INFORMATION

1. A Building Permit is required for all decks where one or more of the following applies:
  - The deck is attached to a building (i.e. the house)
  - The deck is more than 600 mm (2 ft.) **above average grade, or**
  - The deck is greater than 10 m<sup>2</sup> (108 ft<sup>2</sup>) in area
2. Decks are subject to Zoning By-laws with respect to setback requirements. It is advisable for owners or their agent to check with a Zoning Examiner before deciding on the overall size & or location of the deck.
3. The Ontario Building Code does not allow the attachment of decks to brick veneer. Details other than an attachment to brick veneer must be submitted with the permit application.

## CONTACT INFORMATION

### Richmond Hill

- Building Division, 3<sup>rd</sup> floor - ☎ 905-771-8810 - ✉ building@richmondhill.ca (*General permit inquires*)
- Development Planning, 4<sup>th</sup> floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (*Site plan approvals & Design Control*)
- Policy Planning, 3<sup>rd</sup> floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (*Heritage Richmond Hill*)
- Development Engineering, 4<sup>th</sup> floor - ☎ 905-771-8830 - ✉ planning@richmondhill.ca (*Site alteration permits 'Grading'*)
- Policy Planning, 3<sup>rd</sup> floor - ☎ 905-771-8870 - ✉ planning@richmondhill.ca (*Permit to injure or destroy tree(s)*)

### Other Agencies

- C.N.R. - ☎ 1-888-888-5909
- T.R.C.A. - ☎ 416-661-6600 - ✉ yorkplan@trca.ca

### Submission Requirements:

All drawings shall be to scale no smaller than 3/16" = 1'-0", dimensioned & provide sufficient information that describes the extent of proposed work

<b>PRE APPROVALS where applicable</b>
Executed Site Plan Agreement or amendment ( <i>Where applicable</i> ) - Development Planning
Heritage Richmond Hill ( <i>for designated properties</i> ) - Policy Planning
T.R.C.A. ( <i>for properties within regulated area</i> )
<b>REQUIRED DRAWINGS (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION)</b>
Current property <b>Site plan or survey</b> showing the proposed deck & the proposed setbacks ( <i>dimensions from the deck to side &amp; rear property lines</i> )
<b>Plan view</b> of the deck showing where the deck connects to the building ( <i>i.e. house</i> )
<b>Section</b> of the deck showing heights & connection details
Drawings shall indicate the following:
Type of materials to be used to construct the deck ( <i>i.e. type of wood</i> )
Height of deck above average grade
Joist - size, spacing & direction
Beams - size, spacing & direction
Foundation - size, spacing ( <i>minimum depth 1200 mm / 4 ft. below grade &amp; to undisturbed soil</i> )
Columns - size & spacing
Connection to the house <ul style="list-style-type: none"> <li>• The Building Code does not permit a deck to be connected to brick veneer - <i>the load must be transferred to the foundation wall (see note 3 in General Information)</i></li> </ul>
Guard / rails - height, spacing, connection details & type ( <i>Plastic guards are not permitted unless approved by CCMC</i> )
Stairs - connection details & stringers size & spacing
<b>FEES</b> – Permit fees as per By-Law 19-24 see above
<b>DESIGNER INFORMATION</b> - attached Ministry of Municipal Affairs & Housing forms to be completed
Designer information on all drawings & documents
Schedule 1- BCIN# & statement of responsibility for design, Architect or Professional Engineer stamp where applicable
<b>Note: The drawing may be prepared by the home owner or by any one of the above mentioned qualified designers</b>

Legend:



Not applicable



Received



Outstanding