

# Applying for a Deck Permit

## When do I require a building permit?

A permit is required for a deck if the proposed deck meets the following criteria:

- When the deck floor is 2 feet or greater from the finished grade at any point around the deck within 1.2 metres;
- It is covered or enclosed; or
- It is attached to a structure (i.e. house, garage).

Although a building permit is not required for a deck that doesn't meet the criteria above, compliance with the Town of Saugeen Shores Zoning By-law is required.

For general zoning information (i.e. minimum property setback requirements, etc.) please contact the Building Department at [building@saugeenshores.ca](mailto:building@saugeenshores.ca) or 519-832-2008 ext. 118.

## How to apply for a building permit

The Town is pleased to offer residents, builders, and the business community an online application system to apply for and track your building permits.

The online building permit system allows you to apply for and to see the status of your application anywhere, at any time. You can start an application and finish it later, and receive email updates on the status of your permit application. You can even request building inspections! Please visit [ca.cloudpermit.com](http://ca.cloudpermit.com) to apply for your building permit online. Step-by-step instructions can be found on our website at [www.saugeenshores.ca/building](http://www.saugeenshores.ca/building)

## What documents are required to apply for a building permit?

1. Site Plan – of your property showing the size and location of all buildings on the property and the location of the proposed deck. Accurate measurements from the property lines to the proposed deck (and stairs) are required. This can be hand drawn but must be clear, accurate and include all necessary measurements.
2. Detail drawings - consisting of a fully dimensioned plan, cross section, and elevations. These plans must be of professional quality, accurate, include all necessary dimensions, and drawn to scale. (See examples attached)
3. Other information and/or approvals as required i.e. Saugeen Valley Conservation Authority approval, minor, planning committee approval, etc.

## Cost of a building permit

The permit fees for your building permit are calculated during the review process. The Town of Saugeen Shores Fees and Charges By-law set building fees annually. Current fee for decks and porches is \$6.45 per m<sup>2</sup>.

## How long does it take to receive my build permit?

Once a complete permit application is submitted through Cloudpermit, the permit will be reviewed within a maximum of 10 business days.

## Required building inspections

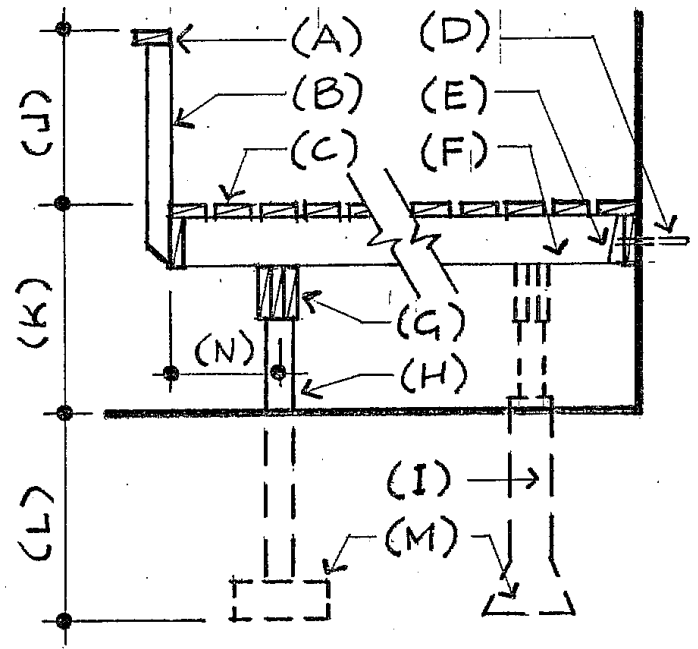
Building inspections are booked online through Cloudpermit. Please provide two business days' notice for an inspection request. Required inspections include:

- Footing – prior to the concrete being poured;
- Structural Framing – once the framing is complete; and
- Final – when the building is complete.

## Details drawing examples

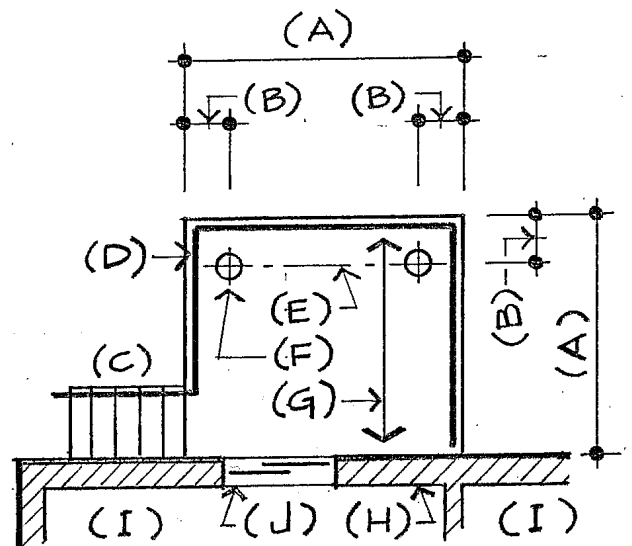
**Cross Section Example** should include: (not limiting to)

- Top guardrail size and type (A)
- Baluster size, type and spacing (B)
- Deck surface, size and type (C)
- Anchorage to house, if applicable (D)
- Joist attachment, i.e., hangers (E)
- Joist size and spacing (F)
- Beam size and type (G)
- Post size, type and spacing (H)
- Post and beam support (I)
- Railing height (J)
- Deck height above grade (K)
- Post depth in ground (L)
- Pad size, or flared concrete sonotube (big foot), if used (M)
- Joist overhang (N)



**Deck Plan Example** should include: (not limiting to)

- Deck width and length (A)
- Post and beam location (B)
- Stair location (C)
- Railing location (D)
- Beam size and type (E)
- Post size, type and spacing (F)
- Joist size, spacing and direction (G)
- Existing building wall (H)



A guard is required if the deck is more than 2 feet above grade or if the adjacent surface within 1.2 metres from the deck floor has a slope of more than 1 in 2.

## Site plan example

Your site plan should include the following details:

- Measurements from property lines to proposed deck
- Dimensions of property
- Size/measurements of all existing buildings
- Size/measurements of proposed deck
- Location of private sewage system (if applicable)

