



Applying for a Deck Permit

When is a building permit required for a deck?

- When the deck floor is 2 feet or greater from the finished grade at any point around the deck within 1.2 metres and/or if it is covered or enclosed.

Although a building permit is not required for a deck that is less than 2 feet from grade, 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 either 519-832-2008 ext. 118 or 1-866-832-2008.

Requirements for a building permit application

To apply for a building permit for a deck, please make sure you have the following: (not limiting to)

- Completed Application Form – Application for permit to Construct or Demolish (available at the Municipal Office or website www.saugeenshores.ca/permitforms);
- Designer's Schedule - Owners acting as designers may be exempt from certain qualifications, such as having a BCIN (Building Code Identification Number), but must still take responsibility for their own design by completing this form. Professional Designers require a BCIN. (Schedule also available at www.saugeenshores.ca/permitforms)
- Site Plan or Survey - 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 (see example);
- Construction Drawings – 2 copies consisting of a fully dimensioned plan and cross section (see examples); One copy will be returned with permit
- Other information and/or approvals as required i.e. Saugeen Valley Conservation Authority approval, etc.

Where to apply for a building permit

Apply by e-mail at building@saugeenshores.ca, by fax at 519-832-2140 or in person at the Municipal Office located at 600 Tomlinson Drive, Port Elgin, Ontario.

Cost of building permit

The cost of the permit is \$6.45 per m² with a minimum fee of \$141.83. We accept cash, cheque, debit and Visa/MasterCard as methods of payment. Our office hours are Monday to Friday, 8:30am – 4:30pm. Payment will be required when picking up the building permit.

Time

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

Required Building Inspections

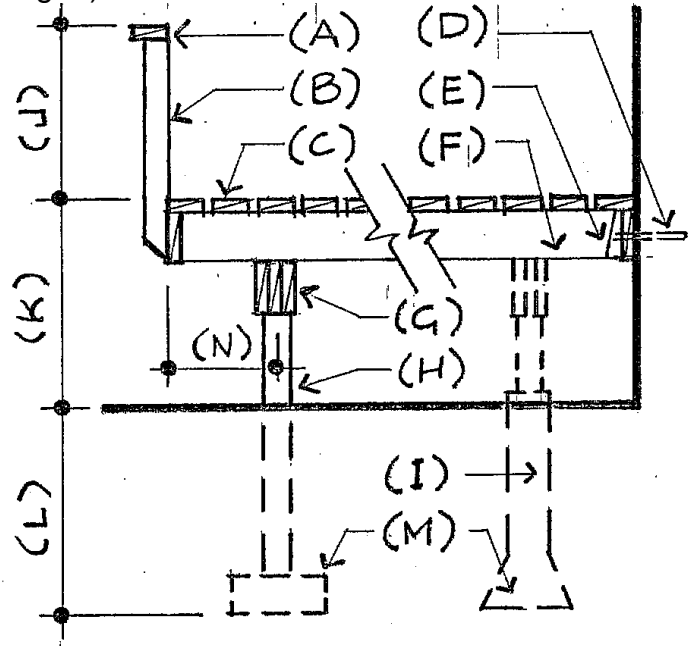
Building inspections are booked by phoning the Building Department, at 519-832-2008 ext. 118. Please provide two business days' notice for an inspection request. Required inspections include:

- Excavation/Footing inspection – prior to the concrete being poured;
- Structural Framing inspection – once the framing is complete; and
- Final Building inspection – when the deck is complete.

Construction Drawing Examples:

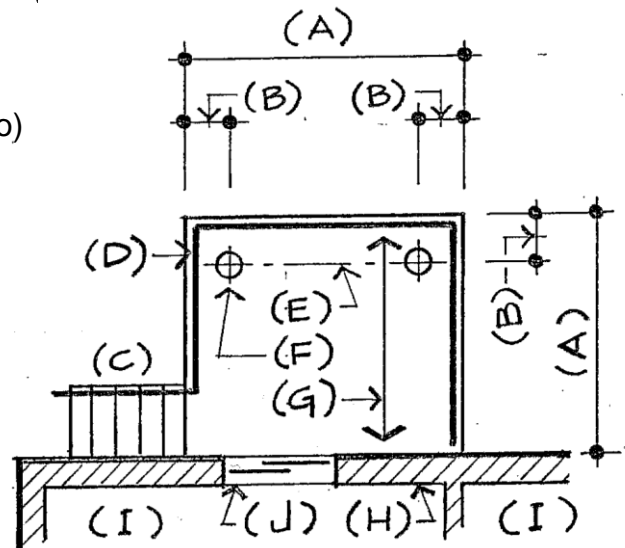
Cross Section Example should include: (not limiting to)

- 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 should include (not limiting to)

- 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)

