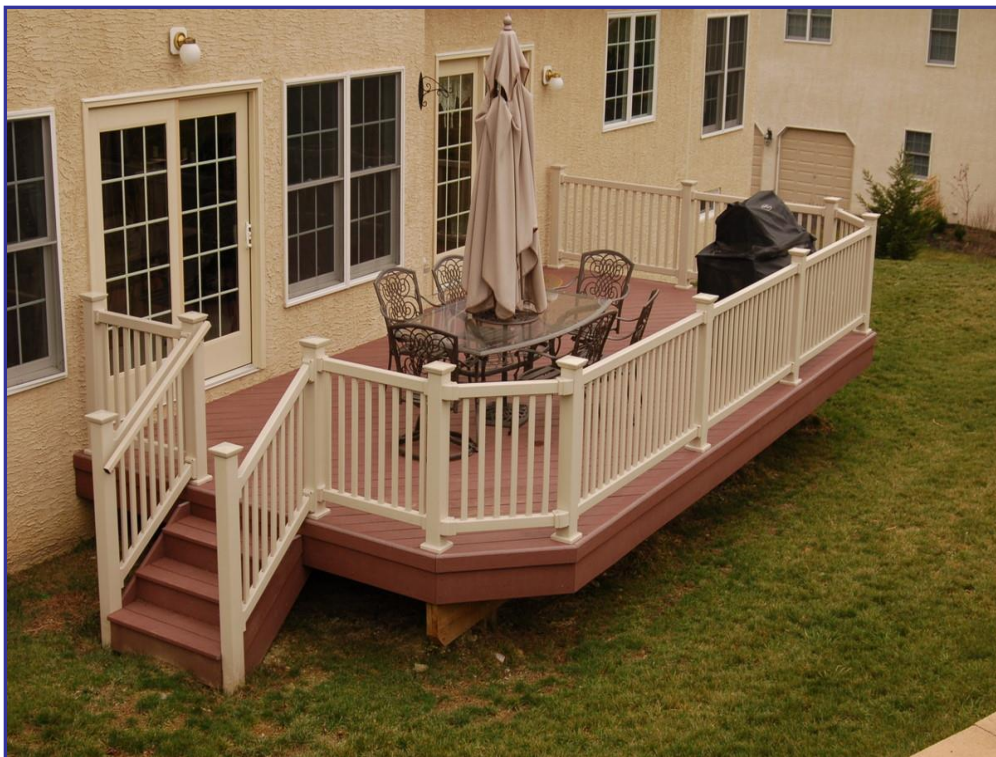


TOWN OF
HALTON HILLS
Working Together Working for You!

Building Services

Deck Permit Application Guide



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G5G2

General Inquiries: 905-873-2600 Ext. 2924

Website: www.haltonhills.ca

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Zoning and Ontario Building Code Requirements for Decks

All Decks must be located and configured in compliance with the applicable Zoning By-laws. Please contact the Zoning Officer at the Town of Halton Hills, Building Services to obtain the relevant requirements (i.e. Setbacks, etc.).

Depending on the size/area of the decks, their height above the finished grade, attachment to the adjacent building and access conditions, decks may need to comply with the OBC requirements. The following identifies when decks will require a building permit:

Decks attached to a building:

- Decks of any area and any height above finished grade.

Decks NOT attached to a building:

- Decks with an area greater than 10m² (108 ft²) and a deck height greater than 600mm (24") above finished grade.
- Decks with an area equal to or less than 10m² (108 ft²) and a deck height greater than 600mm (24") above finished grade, if there is a door that opens unto to the deck from a building.

Guide to Building Permit Applications for Decks

To apply for a building permit for a deck, you are required to submit the following:

- Application form: A standardized application form prescribed by the Ministry of Municipal Affairs and Housing needs to be completed. A copy of the application form is included in this Guide, alternatively the application can be obtained on the Ministry of Municipal Affairs and Housing website: www.mah.gov.on.ca/index.htm

As of January 1, 2006, In conformance with the Ontario Building Code, s.3.2., Div,C, except when the owner designs his/her own deck. A deck is designed by architects or engineers, all other persons responsible for a deck design must be qualified. The designer information needs to be specified on Schedule 1 of the application form and on every document submitted for a building permit. The standard templates provided by the Ministry may be used by the designers to provide the required information on the drawings.

- Two copies of survey/plot plan showing:
 - Location of all structures presently on the property;
 - Location of septic tank and tile bed, if applicable (measurement to the proposed deck shall be indicated, if close by);
 - Location of proposed deck, including stairs, with accurate measurements to all lot lines and all deck and stairs dimensions.

NOTE: All proposed construction must be kept away from existing septic tanks and tile beds, and clear access to septic tanks must be maintained for servicing requirements.

- Two copies of Design drawings and specifications:
 - Plan view indicating size and spacing of the foundations, floor joists and beams; size and location of existing and/or proposed door openings in the adjacent walls (lintel span and size for new openings shall be indicated);
 - Cross section(s) indicating height of the deck from finished grade, attachment details to building (if applicable) and other relevant structural framing details/information;
 - Elevation(s) (views) showing guards/railing, stairs, etc.

NOTE: Guards (railings) need to be installed where the height of the deck exceeds 60 centimeters (24 inches) from the finished ground level. The Ontario Building Code contains the prescriptive requirements for the construction of exterior guards and handrails. Wood guards comply with the Code if they are constructed in accordance with the Supplementary Standard SB-7, "Guards for Housing and Small Buildings". If any proposed guard component (posts, top/bottom rail, baluster, etc.) are not wood (including any combination of wood, aluminum and glass) the drawings submitted for a building permit must include connections/construction details designed by a Professional Engineer licensed to practice in Ontario or must be approved by the Canadian Construction Materials Centre (CCMC). The supplier or manufacturer of the pre-manufactured railing system should be able to provide the required design documentation.

See attached samples (drawings D1-D4) of typical survey/plot plan and design drawings.

Note: As a quick check for the completeness of your construction details, ask yourself the following question: "Would a qualified person be able to construct a deck from my plans without having to ask me any questions?"

- Other approvals: Prior to the issuance of a building permit from the Town, some other approvals may be required. Building Services staff may be contacted if assistance is required to determine which approvals apply to specific applications.

If the property is under the Conservation Authorities Act (re: proximity to flood plains and watercourses) the applicant is required to contact one or more of the following agencies for further information (to obtain either a permit or exemption):

Credit Valley Conservation Authority
1255 Old Derry Road
Mississauga, ON L5N 6R4
905-670-1615
www.creditvalleyca.ca

Halton Conservation
2596 Britannia Road West R.R. #2
Milton, ON L9T 2X6
905-336-1158
www.conservationhalton.on.ca

Grand River Conservation
P.O. Box 729
Cambridge, ON N1R 5W6
519-621-2761
Toll Free 1-866-900-4722
www.grandriver.ca

If the property is within the Niagara Escarpment Commission controlled area, the applicant is required to obtain either a NEC Development Permit or an exemption letter.

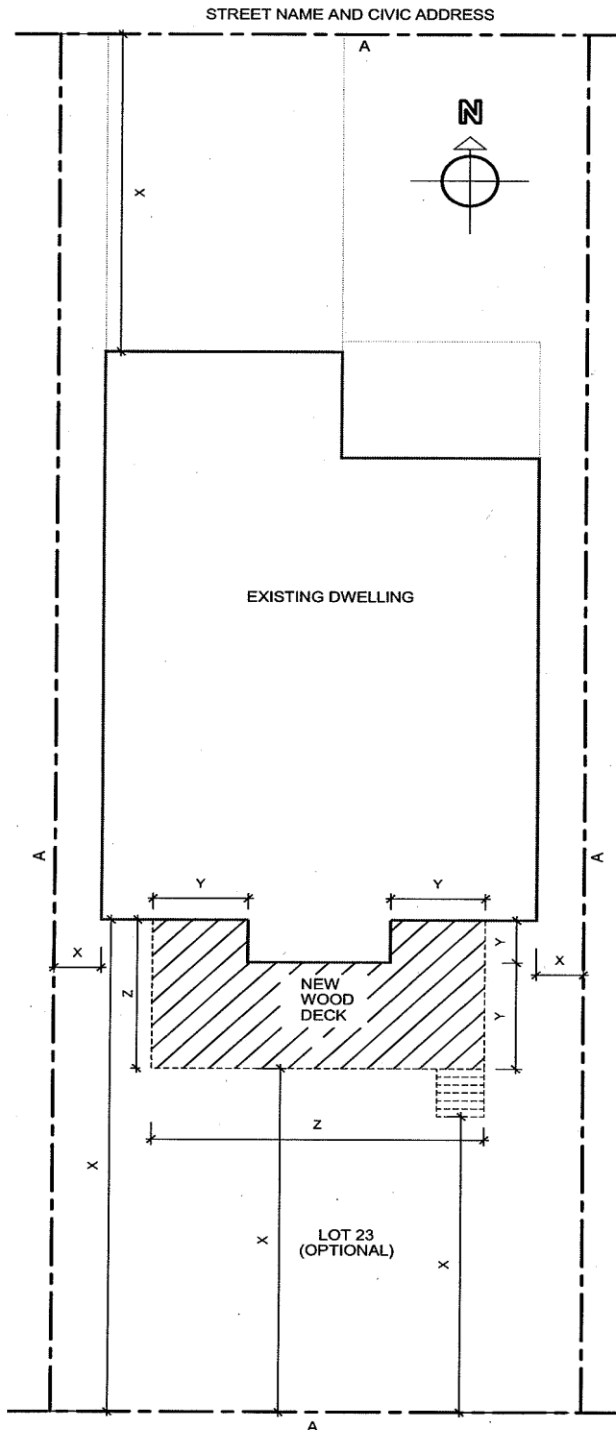
Niagara Escarpment Commission
232 Guelph Street
Georgetown, ON L7G 4B1
905-877-5191
www.escarpment.org

- **Building Permit Fee** is required to be paid at the same time an application for a building permit is submitted. For the current fee schedule please visit the Town's website, Rates & Service Charges <http://www.haltonhills.ca/userfees/index.php>.
- **Damage Deposit** (safeguard to Town owned infrastructure such as roads and curbs) is required to be paid for deck projects and will be collected prior to the issuance of the building permit. Upon completion of the work (and closing of the building permit), the Town of Halton Hills, Engineering Services will release this deposit to the property owner.

Road Occupancy Permit

Road Occupancy Permit (ROP) is required for each work area/project with a disposal container and/or construction supplies within the Town of Halton Hills road allowance (boulevard, sidewalk, and/or roadway). The purpose of the ROP for Disposal Containers or Construction Supplies is to permit proper placement of the containers or construction supplies on the road allowance, under the condition that neither could be placed on a private driveway.

Typical Survey Plot Plan Sample



Survey / Plot plan

A survey / plot plan identifies buildings, structures and other features such as septic tank and tile bed, in relation to property boundaries.

Your existing house and proposed deck must be identified on the survey / plot plan.

Most or all of the information required for a survey / plot plan can be found on your property survey. You may have received one when you bought your home. If not, you can retain a surveyor. (The Chief Building Official may waive the requirement to have a plot plan prepared by a registered surveyor, depending on the specific conditions.)

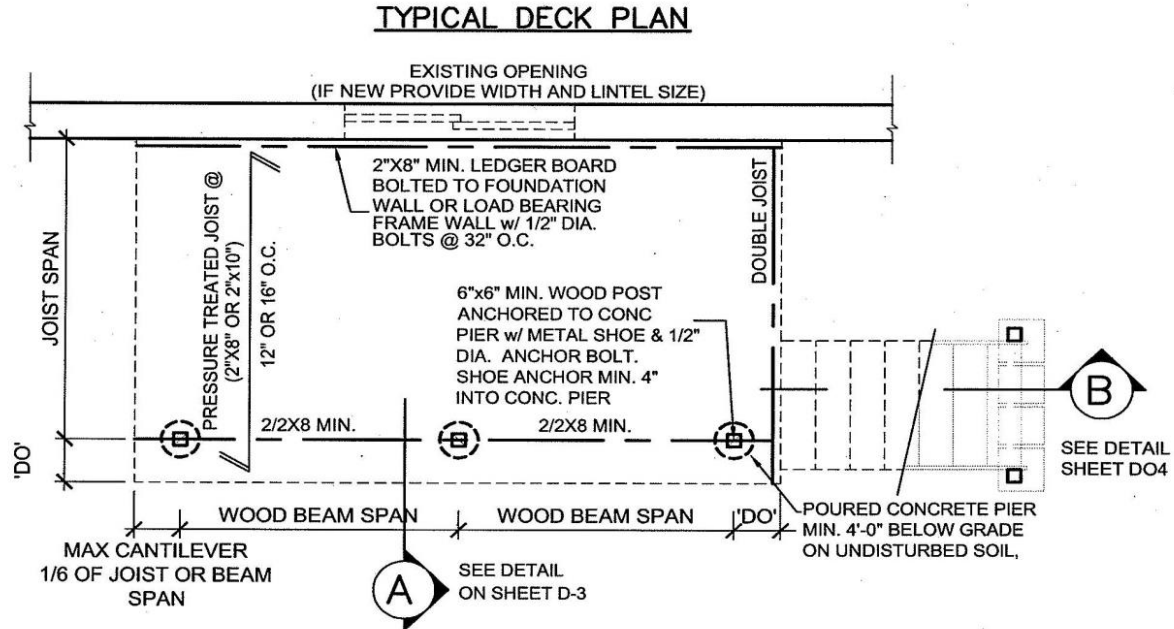
The following information shall be on this plan:

- Title of drawing and scale, date of drawing and designer information
- Legal description
- Street name and civic number
- North Arrow
- Property line with dimensions (A)
- Setbacks to all property lines from existing and proposed buildings or decks, and other features including sewage disposal systems (X)
- Proposed construction (shaded), fully dimensioned (Y)
- Overall deck dimensions (Z)
- Right-of-way and easements, if any

Note:

Prior to applying for a building permit, the applicant must obtain information from the Zoning section of the Building Department to determine setback requirements permitted by applicable zoning by-laws at the Town of Halton Hills.

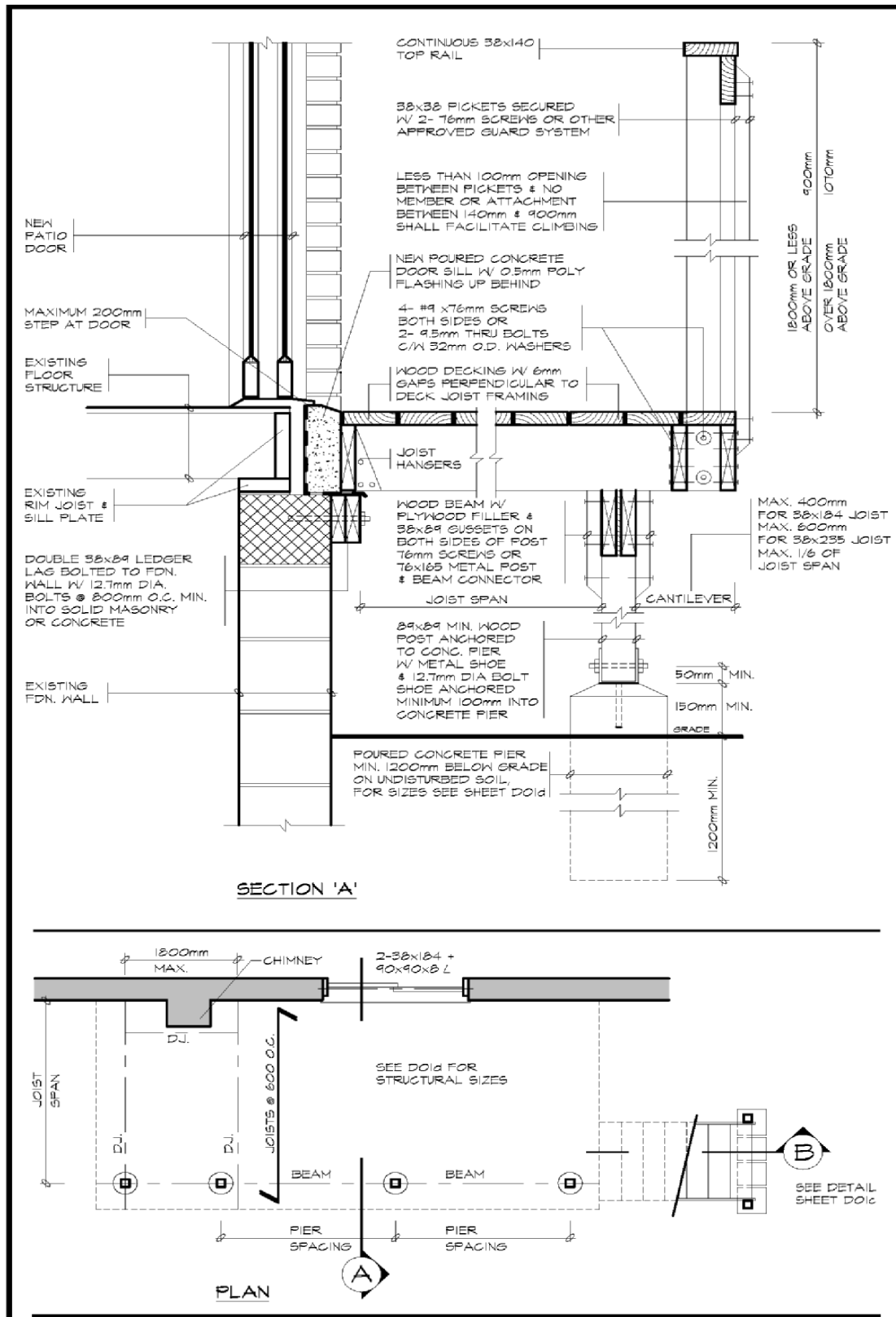
Typical Deck Plan

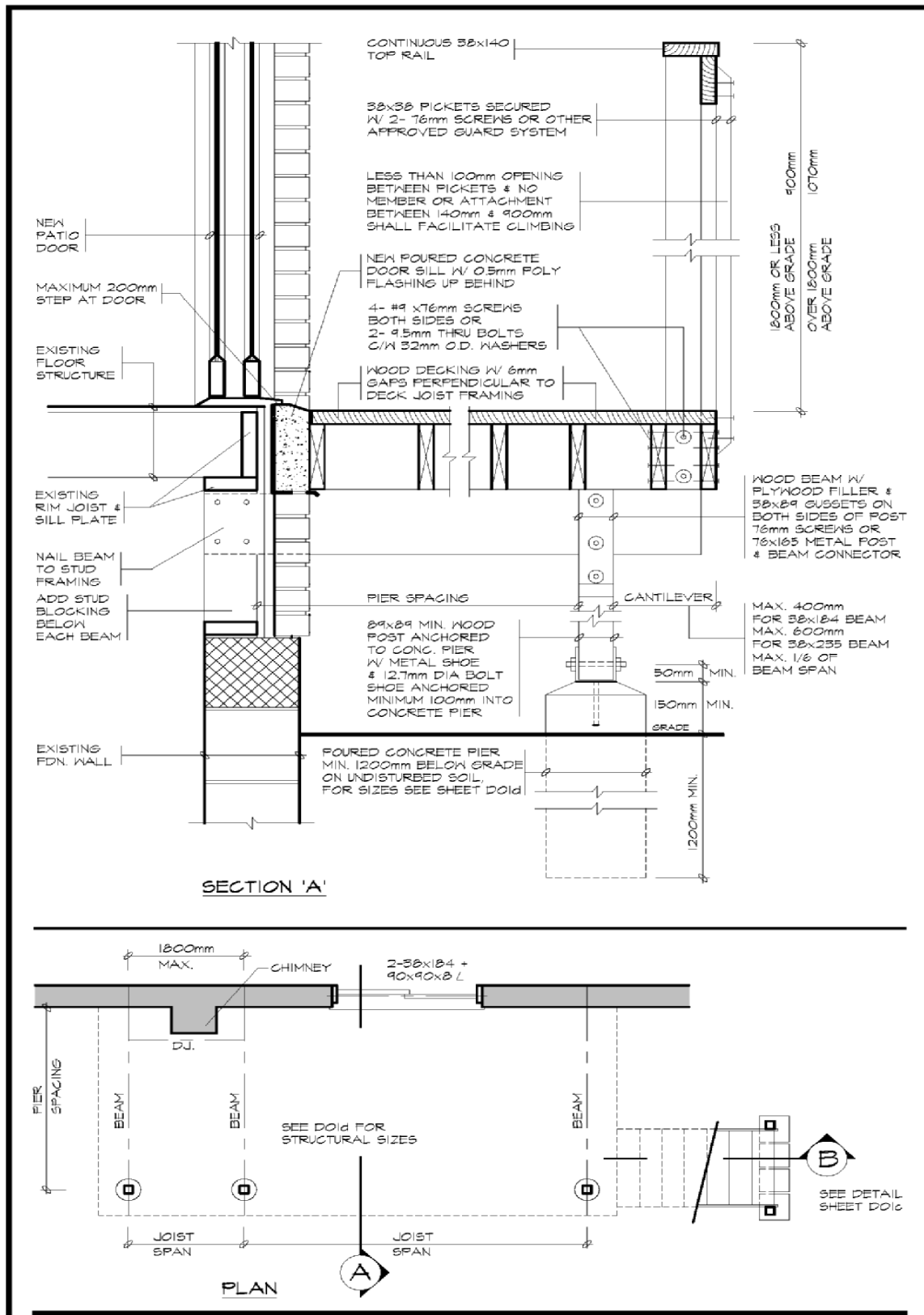


GENERAL NOTES

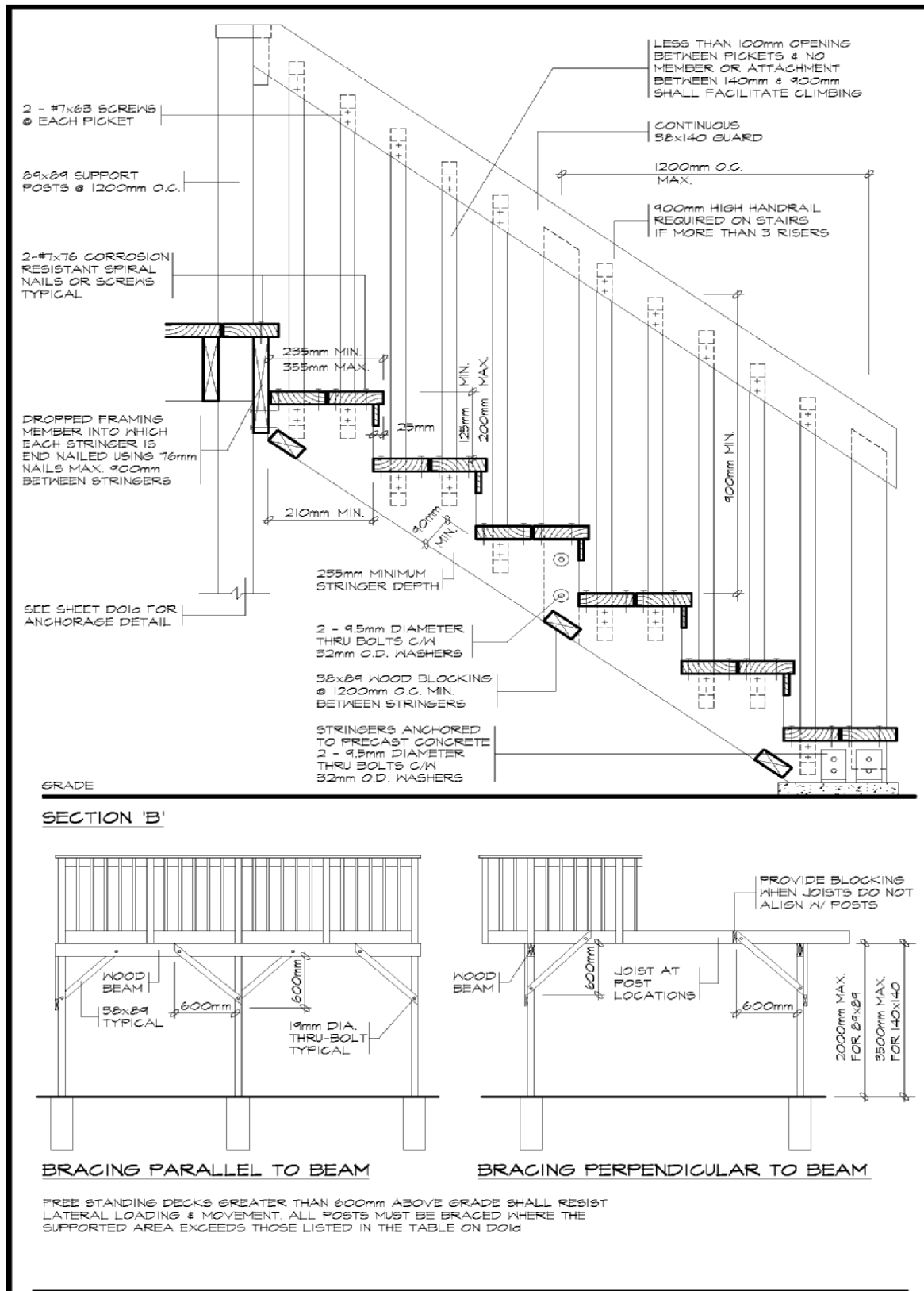
1. SURVEY / PLOT PLAN SHALL BE PREPARED AND SUBMITTED - SEE DRAWING D-1
2. LUMBER NO. 2 SPF OR BETTER, WOOD POSTS MIN. 6"x6". USE CORROSION RESISTANT SPIRAL NAILS OR SCREWS.
3. DECK IS NOT PERMITTED TO BE SUPPORTED ON BRICK VENEER OR OTHER SIDING MATERIAL (MUST BE EITHER CONNECTED TO BUILDING FRAMING OR FOUNDATION WALL - SEE SECTION ON DRAWING D-3)
4. CONCRETE PIERS SHALL BEAR ON UNDISTURBED SOIL.
5. PROVIDE A HANDRAIL 31"-38" HIGH ON STAIRS IF MORE THAN THREE RISERS. PROVIDE A GUARD ON BOTH SIDES. (SEE DRAWING D-4)
6. INDICATE LOCATION OF THE EXISTING SEPTIC TANK AND TILE BED, AND CLEARANCES TO NEW DECK (IF APPLICABLE)

Typical Cross Section thru Deck





Typical Cross Section thru Stair



Application for a Permit to Construct or Demolish

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
<input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Applicant is:			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings	<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection	<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div>			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that: <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. 			
Date		Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Building Permit Issuance

If your submission is a “complete application”, the process will be completed within 10 working days, at which time the Building Permit will be issued or refused. If the application is refused, all reasons for the refusal will be listed in the refusal letter. When you address all outstanding items, i.e. make necessary modifications and/or obtain all missing information, then you may submit the missing documentation to Building Services for review. Even though the said ten (10) day timeframe is no longer applicable for your resubmission, you may expect this additional review to be completed within a similar time period.

If your application is not acceptable due to zoning non-compliance, you can either apply to the Committee of Adjustment for a Minor Variance to zoning requirements or apply for a Zoning Amendment (rezoning). These applications should be submitted to the Planning Department.

For additional information, contact the Planning Technician at 905-873-2600 ext. 2252. If your application is not acceptable due to Building Code non-compliance, you may modify your application and re-submit.

Field Inspections

When the application review process is completed and the appropriate permit issued, the construction phase may begin.

While work is being done, the permit must be posted in a conspicuous location on site. The plans and/or specifications reviewed by Building Services must also be kept on site and available for review by a building inspector.

All work must be carried out in accordance with the reviewed Building Permit documentation and the Ontario Building Code.

Any proposed changes to the plans must be submitted to Building Services and approved prior to actual construction.

All mandatory inspections required for your deck will be listed on the building permit card.

The Building Inspector will inspect your project at key stages during construction. For decks, there are three mandatory inspections:

- prior to constructing the foundation system
- upon substantial completion of structural framing
- upon completion of all proposed work - final inspection

The last two inspections (structural framing and final inspection) may be scheduled at the same time. (Please note that inspectors must be able to see the area of the construction that they are required to inspect).

The person responsible for the construction project must request each inspection, allowing 48 hours advance notice, excluding weekends and statutory holidays. If the Building Inspector determines that some work does not conform to the approved plans or the Ontario Building Code, he or she will advise through a written inspection report that the situation is to be remedied. If the violation is serious, an Order to Comply may be issued. Further inspections may be required before work can resume.

When all work is completed and inspected, building permit will be closed and damage deposit will be returned.

An open building permit is an order against the property and may cause you a problem when selling the property or during a re-financing process.

Building Services Contact

Town of Halton Hills
Building Services
905-873-2600 or Toll Free 1-877-712-2205
Fax: 905-873-3036
www.haltonhills.ca

- Building Permit Intake Analyst ext. 2924
- Building Inspection ext. 2922
- Zoning Services ext. 2320
- On-line building inspections: <http://www.haltonhills.ca/forms/inspection-request.php>

Before You Dig

Town of Halton Hills Engineering Services

(Storm sewer)
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
905-873-2600 ext. 2200
www.haltonhills.ca

Region of Halton

(Sanitary sewers and water mains)
1151 Bronte Road
Oakville, ON L6M 3L1
1-866-442-5866 ext. 0
www.halton.ca

Cogeco Cable Solutions

(Cable TV)
1-866-950-3712
<http://cogeco.ca/web>

Tree Cutting By-Law Officer

(Green and Valley Lands)
1-866-442-5866 ext. 7279
www.halton.ca

Halton Hills Hydro

(Hydro Lines)
43 Alice Street
Acton, ON L7J 2A9
519-853-3700 ext. 253
www.haltonhillshydro.com

Bell Canada – Acton/Georgetown

(Telephone Line)
310-BELL (2355)
www.bell.ca

Union Gas

(Gas lines)
1-877-969-0999
www.uniongas.com

Ontario One Call

1-800-400-2255
www.on1call.com