



**SOUTH  
FRONTENAC**

**Building Services**  
4432 George St, Box 100  
Sydenham, ON K0H 2T0  
613-376-3027  
building@southfrontenac.net

---

**BUILDING APPLICATION CHECKLIST – DECK PROJECTS (including covered porches etc.)**

**NOTE: Applications may be refused if the first six (6) documents are not submitted.**

- Building permit application**
- Construction drawings showing joist size/spacing/span, railing information, beam length/spans, elevations etc. (must be legible, to scale & please use a ruler)**
- Plot/site plan is to include setbacks of the proposed deck from:**
  - **All property lines**
  - **Existing structures and proposed structures**
  - **High water mark/all water bodies**
  - **Sewage system/septic tank**
  - **Overhead power lines**

Please also show a North arrow, the Street name and address, the driveway location and method for dealing with surface drainage on property

- Setback Waiver/Inspection notice form**
- Conservation Authority - provide actual email from CA as to whether an approval is required or not (if project is located near any water body)**
- Agent Authorization form (if applicant is not owner)**
- Copy of deed or tax bill (proof of land ownership - if required)**
- Survey of property (upon request)**
- Zoning compliance/Site Plan or Development Agreement (provide a copy if required)**

An in-depth plans examination may reveal that further information may be required from the applicant to satisfy compliance with the Ontario Building Code or other applicable law.

Total fees will be determined during the building inspectors review.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ <u>Township of South Frontenac</u> _____			
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 <sup>2</sup> )	
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			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
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
Telephone number (   )	Fax (   )	Cell number (   )	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ( )	Fax ( )	Cell number ( )		
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

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.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax number ( )	Cell number ( )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate):			
(print name)			
<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:			
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:**

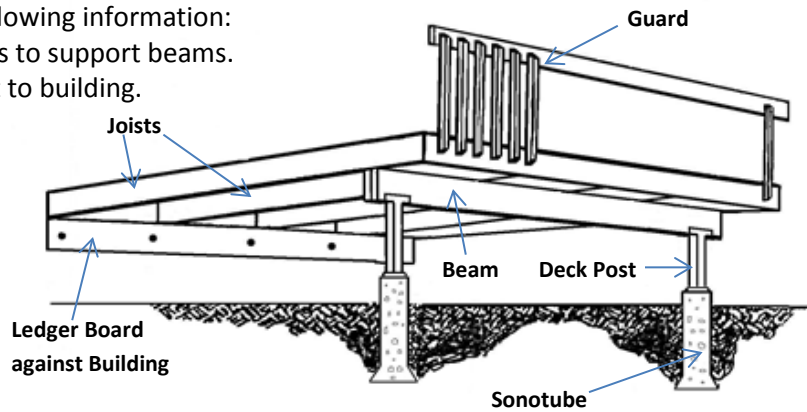
- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by 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.



**PERMIT APPLICATIONS**

If the deck is attached to the house, or if the deck exceeds 10m<sup>2</sup> (108 sq. ft.), a building permit is required to be issued prior to starting your construction. Listed below is some of the information that may be needed to support a permit application for an exterior deck in the Township of South Frontenac.

1. Copy of a survey/site plan showing:
  - a) Location of proposed deck in relation to house, and in relation to lot lines showing distances.
  - b) Overall dimensions of the proposed deck. (Depth, width, stair and landing locations).
2. Copy of Septic Use Permit or Health Unit approval to confirm required setbacks from your septic system.
3. Copy of deck construction drawings providing the following information:
  - a) Footing sizes and locations of piers and/or posts to support beams.
  - b) Size of ledger board and method of attachment to building.
  - c) Floor joists sizes and spans.
  - d) Beam sizes and spans between support posts.
  - e) Height of guard railings above deck surface.
  - f) Stair construction details.
  - g) Dimensions of all components.



**DECK BLOCKS**

Deck blocks may be approved for use where:

- a) The deck area is less than 55m<sup>2</sup> (592 sq. ft.) and the deck does not support a roof.
- b) The distance from ground to the underside of the floor joists is not more than 600mm (23 5/8"), and
- c) The deck is not attached to another structure, unless it can be demonstrated that differential movement will not adversely affect the performance of that structure.

**WOOD COLUMNS**

- a) The minimum size of wood columns shall not be less than 140mm x 140mm (6" x 6") unless calculations are provided from a qualified person confirming that a lesser size is adequate, and
- b) Columns greater than 600mm (23 5/8") in length shall be laterally supported by cross-bracing.

**GUARDS**

Deck surfaces more than 600mm (23 5/8") above ground must be protected with a non-climbable guard meeting the minimum heights required by the Building Code.

Openings in guards must not exceed 100mm (4").

If a bench is incorporated into the guard, the required guard height is measured from above the bench surface (Professional Engineer may be required). Guards must comply with the SB-7 Std., or be engineered, or have Building Materials Evaluation Commission (BMEC) authorization.

Deck Surface Above Ground	Guard Height
More than 600mm (23 5/8")	900mm (35")
More than 1800mm (5 ft. 11 in.)	1070mm (42")
More than 10 metres (32 ft. 10 in.)	1500mm (59")

**STAIRS**

Every exterior stair with more than 3 risers is required to have a handrail on one side.

If there is a difference in elevation that exceeds 600mm (23 5/8"), guards are also required.

Every flight of stairs shall have a uniform rise and run with a maximum tolerance of 10mm (3/8").

# RESIDENTIAL DECK DESIGN

PR

A supplemental information sheet to accompany construction drawings

Permit Application Number

Location of Property: \_\_\_\_\_

Deck size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Framing material: \_\_\_\_\_

Deck height: Finished grade to the top of the decking: \_\_\_\_\_ (highest measurement)

Stair steps: Rise: \_\_\_\_\_ (min. 4 7/8", max. 7 7/8") Run: \_\_\_\_\_ (min. tread depth 10", max. 14")

Guard Height: Above top of decking surface (a) 35" (b) 42" (c) Other: \_\_\_\_\_

Guard Type: (a) Cantilevered pickets (b) Post and rail (c) Other: \_\_\_\_\_

Steel, aluminum and glass railing systems must be designed in accordance with the structural requirements of Part 4 of OBC Div. B and engineered design must be submitted. **PVC or composite decking and guard systems must have either Minister Ruling or BMEC approval accompanied with CCMC report.** A copy of all approvals is required.

**BEAM SPANS FOR DECKS**

2 - 2"x 8"	5' - 10" (1.8m)
2 - 2"x10"	7' - 2" (2.2m)
2 - 2"x12"	8' - 4" (2.56m)
3 - 2"x 8"	7' - 3" (2.21m)
3 - 2"x10"	8' - 10" (2.7m)
3 - 2"x 12"	10' - 3" (3.13m)

**FLOOR JOIST SPANS FOR DECKS**

2" x 8"	12" o/c	11' - 7" (3.54m)
	16" o/c	11' - 0" (3.36m)
2" x 10"	12" o/c	13' - 8" (4.17m)
	16" o/c	13' - 0" (3.96m)
2" x 12"	12" o/c	15' - 7" (4.75m)
	16" o/c	14' - 9" (4.52m)

The spans noted in the tables above are for Spruce, Pine, Fir (**SPF**) or Pressure Treated Pine (**PTP**) lumber. Spans for **Cedar** or other lumber species may be less than those shown in these tables.

Joist Size: \_\_\_\_\_ X \_\_\_\_\_ @ \_\_\_\_\_ on center Max. Span: \_\_\_\_\_ Overhang: \_\_\_\_\_

Beam 1 Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ ply Max. Span: \_\_\_\_\_ Overhang: \_\_\_\_\_

Beam 2 Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ ply Max. Span: \_\_\_\_\_ Overhang: \_\_\_\_\_

Decking material: (a) 2" x 4" (b) 2" x 6" (c) 5/4" x 6" (d) Other: \_\_\_\_\_

Ledger board attachment requires **minimum 1/2" diameter bolts** long enough to anchor into solid framing of building

Ledger board size: \_\_\_\_\_ X \_\_\_\_\_ attached with \_\_\_\_\_ long bolts @ \_\_\_\_\_ on center

Post Size: \_\_\_\_\_ (min. 6" x 6" anchored to footing to prevent uplift)

Footings:  Sonotubes: \_\_\_\_\_ inch diameter, minimum 48 in. below grade, with enlarged base

Deck Blocks: (may be permitted as noted on the reverse side of this form.)

This document has been provided for convenience only. The property owner/applicant assumes full responsibility for use of this material. Although every effort has been made to ensure the accuracy of statements and information provided in this guide, any errors or omissions contained herein do not relieve compliance with the current Ontario Building Code. Permits are subject to the approval of the Building Department having Jurisdiction in your area.



**SETBACK WAIVER and INSPECTION and OCCUPANCY NOTICE REQUIREMENTS**

Project location information: \_\_\_\_\_ Permit #: \_\_\_\_\_

Property owner(s): \_\_\_\_\_

Municipal address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Roll #: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Part: \_\_\_\_\_ R Plan #: \_\_\_\_\_

To the Township of South Frontenac,

I declare that; I am owner listed above , or;

I am the authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge;

- That the issuance of a Building Permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, septic systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in the Township Zoning By-law, and;
- The owner(s) are obligated to arrange for the inspections indicated on the permit card issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit card, and;
- Permit Drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** The Ontario Building Code Act requires that request for inspections are made a minimum 2 regular business days in advance of the regular business day upon which the inspection is needed.



## Agent/Owner Authorization Form

Permit #: PR

### A. Project information:

Street address:

### B. Authorized agent of owner:

Last name:

First name:

Corporation/partnership:

Street address:

Postal code:

Province:

Phone number:

Cell number:

E-mail:

### C. Parties authorized to receive inspection reports:

Company/Contractor	Contact email	Trade specific reports	All reports
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### D. Declaration of Owner:

I, \_\_\_\_\_, being the registered owner of the above noted property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the Township of South Frontenac in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

All parties identified in Section C are hereby authorized to receive inspection reports as outlined above.

I, as the registered owner of the above noted property, wish to be copied on all communication throughout the application and review process.

I, as the registered owner of the above noted property, wish to receive a copy of all inspection reports.

Date:

Signature:

**Note:** It is the responsibility of the owner/authorized agent to provide the contact information in Section C and to update this information if there are any changes. If this information is not provided, any assigned inspection reports will only be sent to the applicant for the above noted project.