



DECK PERMIT APPLICATION CHECKLIST

Permit Application Submission to Include:

Checklist:

- 1. Permit to Construct or Demolish Application to be Completed by Owner ***or*** Authorized Agent (submit letter of authorization)
(See authorized agent form included)
 - a. Complete Sections: **A, B, C, D, H & I, Schedule 1, Section K**
- 2. Site Plan of the entire property showing existing & proposed structures including dimensions and distance to property lines (see EXAMPLE SITE PLAN)
- 3. **Two sets of Construction Drawings** illustrating construction materials, sizes and connections including the following: (See EXAMPLES)
 - a. Plan View (top view)
 - b. Elevation (side view)
 - c. Cross-section showing Deck Construction and Footings
 - d. Details:
 - i. Posts & Railings (if applicable - Refer to O.B.C.“SB7” for Details)
 - ii. Stairs (rise & run)
 - iii. Attachment to house (if applicable)
 - iv. Post /Beam Construction
- 4. The Homeowner of a single family dwelling may draw their own plans for the deck. (Drawings must be concise and complete)
- 5. All other drawings for any permitted project must be provided by a registered, qualified Designer, Architect or Engineer.

“Simplified “Application Process:

“Complete” Permit Application Submitted by Owner or authorized agent.



Planning Department Review (Site Plan required for compliance with City of Orillia zoning by-law)



Building Department Review for compliance with Ontario Building Code

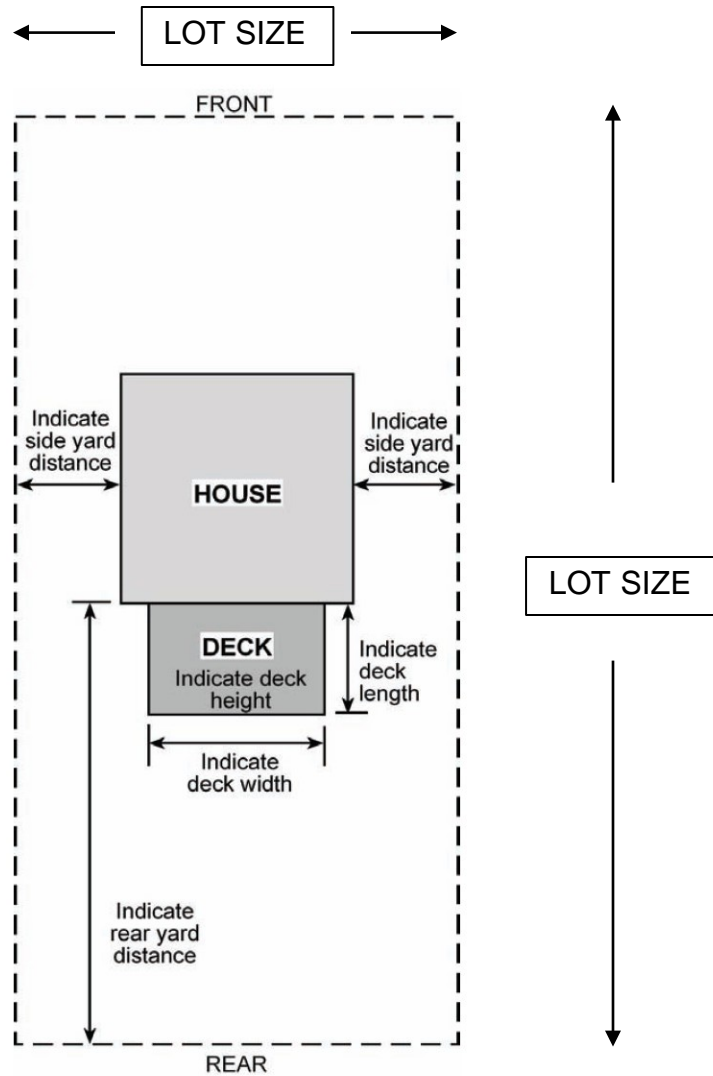


Permit Issued **upon approval** and receipt of permit fee payment

EXAMPLE SITE PLAN:

general information

FIGURE 1 - Typical Site Plan



Additional Information to Include:

- House Size: (Square footage or measurements of all sides)
- Sizes of any other outbuildings in existence on the property (sheds, garages etc...and their locations).
- If a well or septic system exists, indicate their locations on the drawing.
- Street Name(s)
- Driveway location(s)



What do the Construction and Elevation Plans have to indicate?

The construction plans must show the overall size of the deck, the size and spacing of the beams, posts, and deck joists, the species and grade of the wood material being used (e.g. SPF # 2: Species – spruce, grade # 2) the type of foundation you have chosen to support the deck and the location of any stairs leading to or from the deck. Construction plans may include details of deck attachment to the house or other structures.

The Elevation Plan must show the height of the deck floor above finished ground level at its highest point and the height and type of guardrail being used around the perimeter of the deck.

EXAMPLE CONSTRUCTION DRAWING - PLAN VIEW:

FIGURE 2 - Typical Construction Plan

