Building Services Department
70 Collier Street, City Hall, P.O. Box 400
Phone: (705) 726-4242 ServiceBarrie@barrie.ca

Building Permit Application Checklist – Decks

Item 1 - Documentation

Your application must include item A, B, and C (and supporting documents D and E, if applicable):

	Submitted:	YES	NO
A	Building Permit Application (online APLI permit application)	☐	☐
B	Schedule 1: Designer(s) Information ▪ If drawings are stamped by a P.Eng and/or Architect you are not required to sign the Schedule 1: Designer(s) Information Form, if they are taking total responsibility for the design	☐	☐
C	Proof of compliance with applicable law(s) – Applicable Law Checklist	☐	☐
D	Copies of CCMC (if required)	☐	☐
E	Property Owner Consent Letter (if you are not the owner of the property)	☐	☐

Item 2 - Site Plan

Your site plan must be to scale and identify the following:

	Submitted:	YES	NO
A	Property lines and dimensions	☐	☐
B	Dwelling exterior dimensions	☐	☐
C	Location of the uncovered deck (including stairs)	☐	☐
D	Location of all accessory structures and their area	☐	☐
E	Setbacks from property lines to the deck (and stairs)	☐	☐
F	The fronting street and adjacent streets for corner lots	☐	☐

Reference Zoning By-Law for Height, Setback, and Coverage.

See page 2 for drawing specifications:

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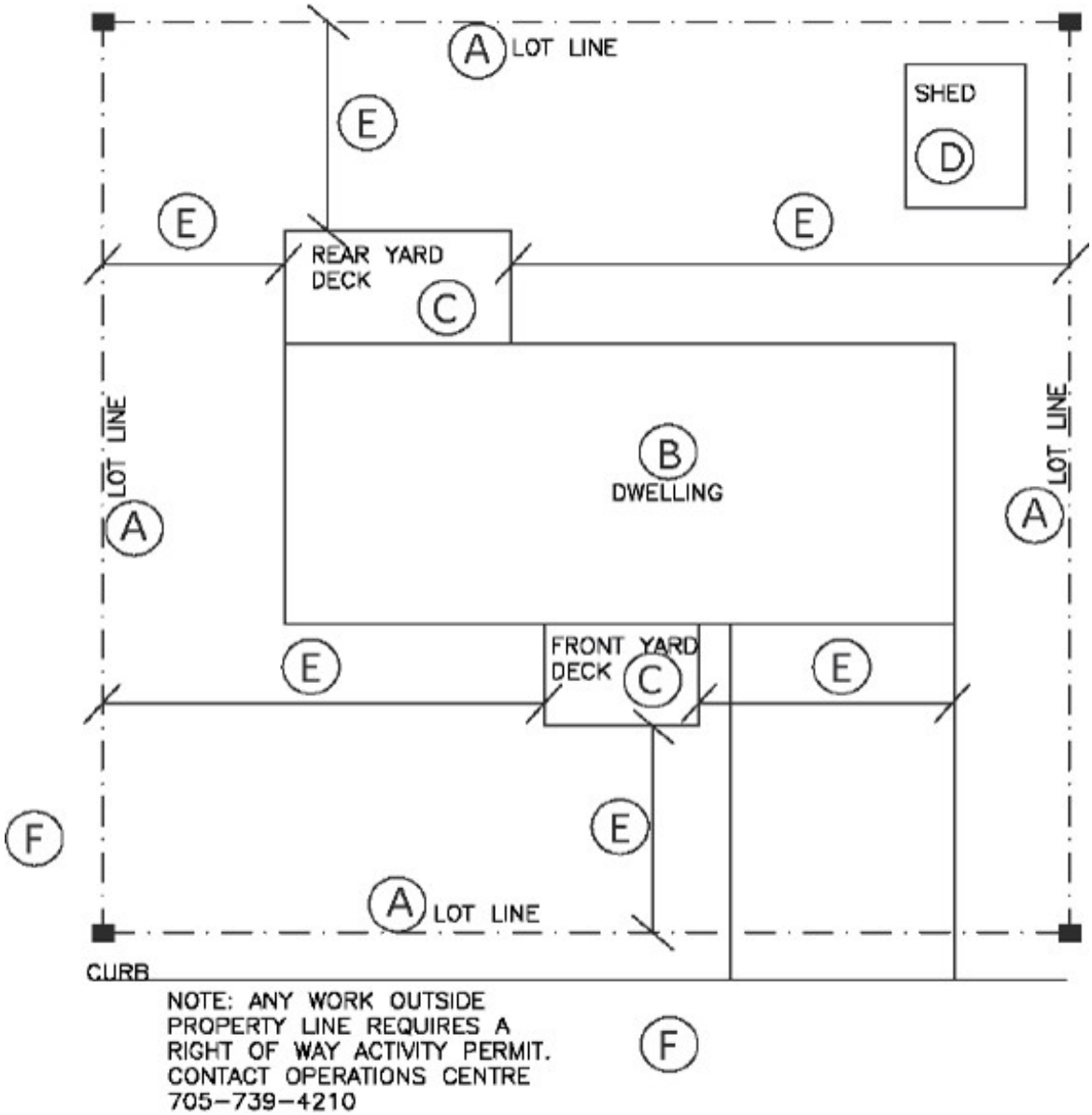

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Item 3 - Cross Section

Your cross section must be to scale and identify the following:

Submitted:	YES	NO
Concrete pier depth from grade to bearing soil ▪ the pier must extend minimum of 6” above grade	☐	☐
Concrete pier diameter	☐	☐
Concrete pier base diameter ▪ for construction other than concrete piers, see ***Note 1*** below	☐	☐
Post size, beam to post, and post to pier connections	☐	☐
Space between bottom guard rail to finished deck floor	☐	☐
Height of lowest finished grade to finished deck floor	☐	☐
Height of guard from finished floor to top rail	☐	☐
Spacing of guard and maximum opening size	☐	☐
Guard construction/installation details per OBC SB-7, see ***Note 2*** below	☐	☐

Note 1: If helical piles are used, provide a stamped engineer’s design which requires a soil analysis, and a product specific CCMC Report for the conditions of use for the specified product.

Note 2: If an Engineered Guard / Railing System is used, provide a copy stamped by the manufacturers engineer and the applicable CCMC Report.

Note 3: Attachment of ledger board through brick veneer is not permitted to support the deck at the house.

Note 4: For guidance for structural and other items, the Ontario Building Code is available online at Ontario’s Ministry of Municipal Affairs website.

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Item 4 - Deck Plan View

Your plan view must be to scale and identify the following:

Submitted:	YES	NO
Provide length and width of deck	☐	☐
Distance between concrete piers	☐	☐
Cantilever length for floor joists and support beams	☐	☐
Span of floor joist	☐	☐
Size and type of decking (provide CCMC Report for composite decking)	☐	☐
Size of joists	☐	☐
Centre to centre spacing of joists	☐	☐
Size and number of members of built-up beam	☐	☐

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Glossary of Terms

Beam	Horizontal member consisting of two or more pieces (i.e. 2x8", 2x10") that span from pier to pier and support floor joists.
BMEC	The Building Materials Evaluation Commission (BMEC) is a regulatory agency authorized under the *Building Code Act, 1992*. It has a mandate to conduct or authorize the examination of materials, systems, and building designs for construction.
Cantilever	Any structural member projecting past a support. Beams and joists can be cantilevered.
CCMC	The Canadian Construction Materials Centre, which operates under the National Research Council of Canada, offers a national evaluation service for all types of innovative building construction.
Conservation Authority	The Lake Simcoe Regional Conservation Authority and the Nottawasaga Valley Conservation Authority – Watershed Restrictions – Approvals are required where your property falls within their regulated area.
Guards and Railing	Guards are protective barriers to prevent accidental falls from one level to another. They have specific connections which are detailed in Ontario's Building Code in the Supplementary Section titled SB-7. Guards are not required if the deck is less than 23 5/8" from grade to deck surface.
Helical Piles	An alternative foundation system having augers 10 to 16" in diameter which screw into the ground to provide resistance to loads (minimum of 4').
Joists	Horizontal framing members (minimum of 2x6" up to 2x12") that support the floor and rest on beams and ledger boards.
Pier Footing	Pier footings are also known as Sono Tubes. Concrete is poured into the tube to a minimum depth of 4' below grade to provide frost protection. Often a "belled" out bottom is provided to give extra support which is the "Pier Base" noted as "C" on the cross section. The minimum depth of the belled portion must be the same as the offset.
Pier to Post Connection	Connects the post to the beams to the post to the pier. Typically called a saddle and has a leg that anchors into the concrete pier.
Post to Beam Connection	Connects the beam to the post and can be a metal bracket or wood scabs nailed to both the beam and post.