

Building Division

Residential Deck Structure Application Guide



Description

A building permit for a deck, porch, veranda, or balcony.

General Information

A building permit is required for any deck or porch attached to a building regardless of area or height above grade. A building permit is not required if a deck does not exceed 60 centimeters (approximately 23.6 inches) above grade and is not attached to another structure. All decks, regardless of size and height above grade must comply with all applicable law and all Zoning By-laws.

Additional Requirements prior to building permit application

The Building Code Act prohibits the issuance of a Building permit if the proposed construction or demolition contravenes any Applicable Law as defined in the Ontario Building Code. Furthermore, **applications that do not have the required Applicable Law documentation with their building permit submission will not be processed.**

Please verify all approvals that may be necessary prior to submitting your application to construct. The following are examples:

- **Zoning Certificate** (King Townships Planning Department)
- **Site Plan Development Approval/Agreement** (King Townships Planning Department)
- **Approval or Permit from Lake Simcoe Region Conservation Authority or Toronto Region Conservation Authority**
- **Committee of Adjustments** – Minor Variance Approval
- **Approved Grading Plan** (King Townships Development Engineering Department)

Required Drawings

Survey or Site Plan

Survey or Site Plan, referenced to a current survey, showing the size and location of all existing structures, the new proposed deck or structure(s) and distances to property lines. Location of septic tank and bed to be shown where applicable. The site plan must be approved by both the Zoning Division and the Development Engineering Division, Township of King prior to applying for your building permit. Separate fees apply for the Zoning Certificate and the Grading Approval process.

Construction Drawings - Plans

Foundation plan to show location of footings, footing size and spacing, as well as, details for concrete slab(s) where applicable. Deck plan to show all construction material types including decking, size and spacing of deck joists, beams, columns, posts and location of stairs. Plans to be fully dimensioned indicating all spans for joists and beams. Elevations to show every side of the deck, porch, veranda or balcony and should indicate height above average grade.

Sections & Details

Section(s) to show footing depth, deck height above average grade and guard or railing height. Deck connection specifications and details to show how the deck will be attached to the existing structure. Stair and landing construction details including height and depth of stair treads,

handrails heights and guard and railing connection specifications. Show headroom above stairs (where applicable).

Note: Drawings prepared by a qualified Designer as defined by the Ontario Building Code, must include designer's name, Building Code Identification Number (BCIN), signature, and statement that the designer has reviewed and takes responsibility for the design and meets the qualifications set out in the Ontario Building Code as a Designer or other/independent Designer

Required Forms

- **Application to Construct or Demolish**
- **Schedule 1 Design information * if required**
- **Letter of Authorization *if required**

Exemptions - Schedule 1

If drawings are prepared, stamped and signed by a qualified Engineer or Architect, they are exempt from submitting a Schedule 1. Property owners may prepare and submit drawings for a residential deck however must fill-in the form to specify the reason for exemption. Note: concrete slabs that do not meet the requirements of Part 9 will need to be designed in accordance with Part 4.

Required Fees – Residential

Residential attached deck, porch, unheated enclosed porch fees can be found on the Township website.

Permit Fee	\$ per By-Law
Municipal Security Deposit - all Municipal roadways will require a deposit prior to permit issuance.	\$ per By-Law

Should you have any questions or require clarification please contact the Building Division, King Township, 2585 King Road, King City, L7B 1A1 (905) 833-5321

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

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				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: Owner or 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		

E. Builder (if known)				
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	
F. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
G. Required Schedules				
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.				
H. Completeness and compliance with applicable law				
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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name) - The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. - 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., 12th Floor. Toronto, ON M7A 2J3 (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]				
House	HVAC – House		Building Structural	
Small Buildings	Building Services		Plumbing – House	
Large Buildings	Detection, Lighting and Power		Plumbing – All Buildings	
Complex Buildings	Fire Protection		On-site Sewage Systems	
Description of designer's work				
D. Declaration of Designer				
I _____ declare that (choose one as appropriate): (print name) 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: _____ 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: _____ 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:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c) 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 Professional Engineers Ontario.

Building Division

Letter of Authorization



Information

Property Address: _____

Legal Description: _____

Roll Number: _____

Personal Information

Name: _____

Phone No.: _____

Address: _____

Email: _____

Authorizing Letter

To Whom it May Concern:

I/We, the above, do give _____ permission to act as our agent in applying to the Township of King for a building permit for the following projects:

(check all that apply)

- ☐ Demolition of Accessory Structure
- ☐ Demolition of Residential Building
- ☐ Demolition of Commercial/Industrial Building
- ☐ Construction of Dwelling
- ☐ Addition to Dwelling
- ☐ Construction of Accessory Structure
- ☐ Construction of a Deck
- ☐ Construction of Commercial/Industrial Building
- ☐ Renovation to Existing Building
- ☐ Other: (please specify) _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Authorized Agent Signature: _____ Date: _____