

Decks - New and Renovations

BUILDING PERMIT APPLICATION CHECKLIST

Address: _____

Included	Not included	DOCUMENTS (<u>ALL APPLICABLE</u> items must be submitted at the time of application):
_____	_____	Building Permit Application
_____	_____	Letter of Authorization - if Applicant is not registered Owner
_____	_____	Owner's Undertaking required - if Architect and/or Engineer is involved

Architectural Drawings

SITE PLAN at 1/8" = 1'-0" scale

_____	_____	Civic address
_____	_____	Show an Easements or Right of Ways
_____	_____	Show lot dimensions and North arrow
_____	_____	Show any adjacent street and/or lane locations
_____	_____	Lot Coverage Calculations as per the Zoning Bylaw
_____	_____	Distance of all building setbacks measured perpendicular to the property lines, including setbacks from the deck to the property lines

FOUNDATION PLAN at 1/4" = 1'-0" scale

_____	_____	Complete dimensions for all proposed construction
_____	_____	Foundations for the proposed decks
_____	_____	Framing details: lintels, beams, posts, and point loads (or P.ENG sign off) and
_____	_____	Direction and sizes of all roof structural components, including beams and hangers (or P.ENG sign off)

FLOOR PLANS at 1/4" = 1'-0" scale

_____	_____	A portion of the existing building where the deck will be located
_____	_____	Overall building dimensions of the proposed building
_____	_____	Complete dimensions for all new construction
_____	_____	Deck to be labelled with the proposed square footage
_____	_____	Framing details: lintels, beams, posts and point loads (for addition only) and (or P.ENG sign off)
_____	_____	Location of stairs: width, rise and run. Show stair and deck railings and guardrails
_____	_____	Direction and sizes of all roof structural components, including beams and hangers (sealed and signed by a registered professional engineer, if engineered beams are used)

CROSS SECTIONS at 1/4" = 1'-0" scale

_____	_____	Building height which is measured between average existing grade and midpoint of highest roof
_____	_____	Floor, roof and wall assembly details
_____	_____	Footing and Foundation detail (or P.ENG sign off)
_____	_____	Vented deck details for decks over living space
_____	_____	Attachment detail

ELEVATIONS at 1/4" = 1'-0" scale

_____ Exterior finishes

_____ Existing and finished grades at corners of the structure – calculate average finished grade

_____ Door sizes

_____ Show deck height from average grade

_____ Required stairs and landings

_____ Roof slope (if deck is covered)

If structural sign off is provided:

_____ [Schedule B \(electronically sealed\) - from all registered professionals](#)

_____ Permit to Practice number must be listed on all signed and sealed documents as per the EGBC

STRUCTURAL 1/4" = 1'-0" scale

_____ Design path must be clearly stated & design loads must be noted

_____ Floor, roof plans, and construction details

Depending on scope of work, a survey plan may also be required. To confirm, please contact the Planning Department at 604-983-7357.

Office Use Only:

BLD #: _____