



PERMIT APPLICATION PROCESS CHECKLIST

DECK and PORCH

Application Examiner: _____ Application Number: _____ Date: _____

To apply for a permit, the following items are required:

REQ'D	REC'D	
		Application for Permit to Construct or Demolish
		Letter of Authorization signed by property owner, if applicable
		Schedule 1 Designer Information
		Detailed site plan (showing all buildings, setback to lot lines of all existing and proposed buildings, lot dimensions, north indicator, civic and legal address, wells, septic, driveway location, watercourses, ponds or rivers, and street location). Highlight new construction. Site plan to match that submitted for SAP and LSRCA approval
		Plan view (bird's eye view drawing showing location of sono tubes indicating size and spacing between, beam size and direction, floor joist size, spacing and direction, stair location)
		Porch roof plan view (bird's eye view drawings showing size and spacing of rafters, beam size and direction, distance between house and beam, ceiling joist size/span/spacing)
		Cross sections (showing how deck is attached to dwelling; height from grade to top deck, whether existing dwelling is brick/siding, house foundation)
		Guard detail (from manufacturer for aluminum/tempered glass product, or if wood, whether cantilevered or top and bottom rail design; height of guard, picket spacing)
		Lake Simcoe Region Conservation Authority approval, if applicable (905-895-1281 ext. 266 or 1-800-465-0437)
		Site Alteration and Entrance Permit (required for porches)
		Building Division / MOE on-site sewage system approval, if applicable
		Assess if any additional information is required which is not shown on the Checklist
		Assess if anything on the Checklist is not required for the project being reviewed
** If trees are to be removed within an area that would constitute a woodlot of more than 0.5 acres, please contact the Regional Municipality of York. 1-877-464-9675 x75258		
** A Road Occupancy Permit is required for any work or parking of vehicles or construction equipment on a Town owned road allowance. Please apply at Service Georgina on the first floor 905-476-4301 ext. 2443		

This checklist constitutes a preliminary review to determine suitability of building permit application package only. A further review will be completed by the Zoning Examiner and Plans Examiner, at which time more information and/or amendments to the drawings may be required.

Please review the refund policy for building permits: [Building By-law 2021-0019](#) Section 16.



TOWN OF GEORGINA DECK PACKAGE

1. All work whether detailed on plans or not must comply with the Ontario Building Code (OBC) and is subject to the field review of the building inspector.
2. Footings/sonotubes (piers) must bear on undisturbed soil, minimum 48" below grade. Soil bearing capacity shall be determined prior to construction. The contact area of the base of the pier with the soil shall be increased by 100% where ground water is at or near the bottom of the footing excavation. Wood posts shall not be set into concrete.
3. Deck foundation/sonotubes shall extend a minimum of 6" above grade.
4. Small decks NOT attached to the house, and less than 24" high (to the underside of the joist framing), may rest on an approved deck block foundation system on grade.
5. Provide lateral support (diagonal bracing) to deck posts when posts are more than 24" in height.
6. Deck/Floor joists spanning more than 6'10" shall have bridging a maximum of 6'10" on centre.
7. Decks require a guard at all points greater than 24" in height from adjacent grade to top of deck.
8. Decks more than 24" above grade and up to 5'11" above grade, guards must be a minimum 36" high with no climbable attachments and no openings greater than 4".
9. Decks more than 5'11" above grade, guards must be a minimum 42" high with no climbable attachments and no openings greater than 4".
10. Minimum 20 gauge metal framing anchor or toe nailed fasteners to be used with post to rail connections.
11. Guards shall meet requirements set out in Div. B Subsection 9.8.8 and/or SB-7 of the Supplemental Standards of 2012 OBC. Prefabricated guards, subject to confirmation with inspector prior to purchase.
12. Stairs with more than 3 risers shall have a guardrail.
13. Wood stringers shall be a minimum size of 2"x10" and the space between stringers shall be not more than 2'11".
14. A minimum live load (snow/people) of 52 psf shall be applied in all locations.
15. Treated lumber NO.2 SPF or other compliant material with corrosion resistant nails/screws shall be used.
16. A site plan or survey is required showing all lot lines and dimensions, size and location of all existing buildings and decks (pg. 3)
17. You shall respect the lot grading of your lot and those that surround it. A site alteration permit may be required from the Town's Development Engineering Division.

NOTE: If the property is located within the regulated area of Lake Simcoe Conservation Authority, the applicant shall obtain an approval or an exemption letter from the authority. Phone: 800-465-0437; Email: info@lsrca.on.ca, Website: www.lsrca.on.ca.

Designer Qualification: A homeowner of a house can design their own deck without being qualified under the Ontario Building Code (OBC). However, the design must be in sufficient detail to demonstrate that the project will comply with the technical requirements of the OBC.

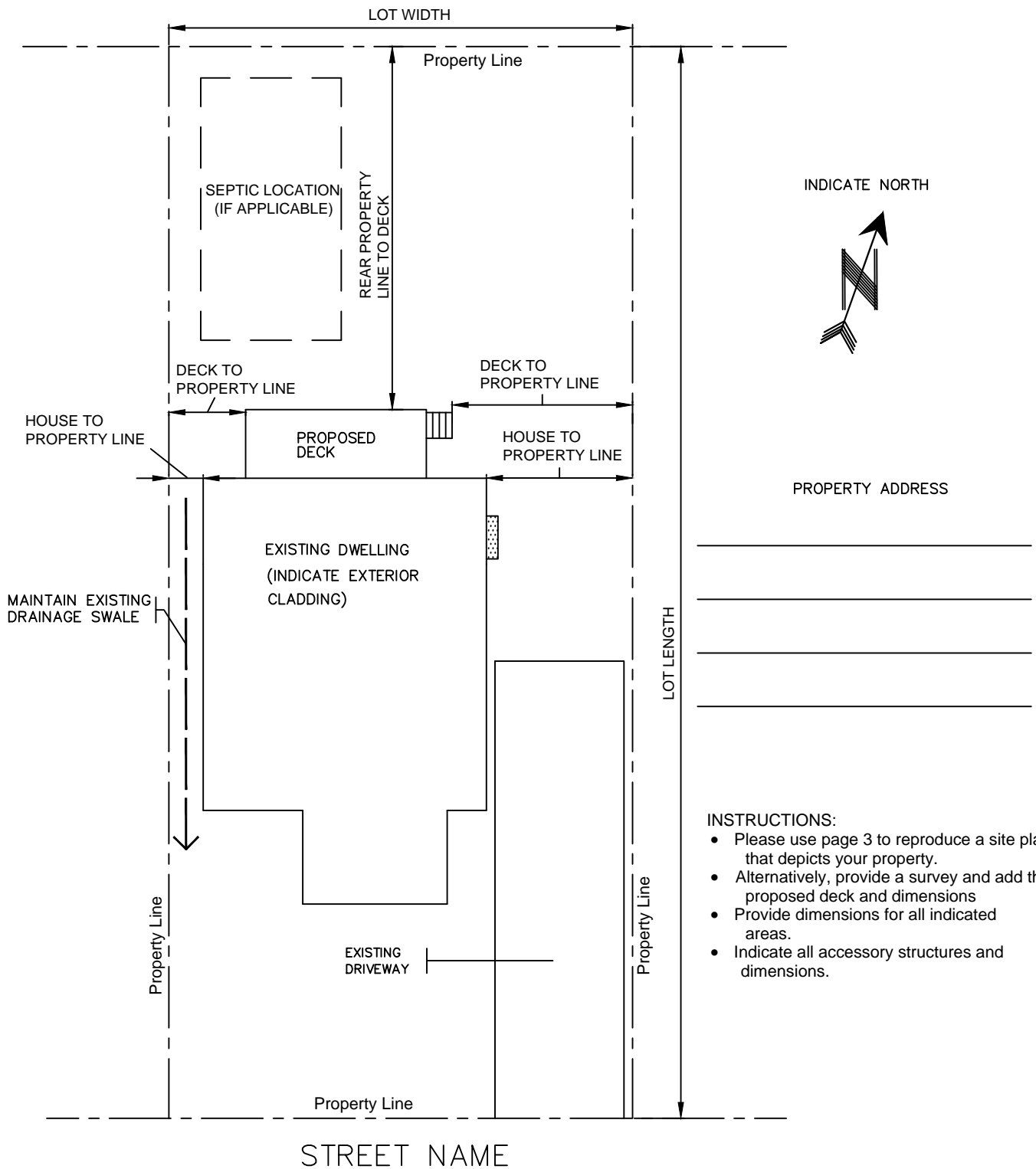
Inquiries: 905-476-4301 or Email: building@georgina.ca

To Schedule and Inspection • ONLINE: www.georgina.ca/inspection-request

• EMAIL: building@georgina.ca

• PHONE: 905-476-4305, Ext. 2283

EXAMPLE SITE PLAN



BUILDING DIVISION
26557 CIVIC
CENTRE
ROAD
KESWICK, ON

**INSPECTION
HOTLINE**
905-476-4305
EXT. 2283
www.georgina.ca

SITE PLAN

Draw your Site Plan:

1. Use page 2 as a guide to draw the site plan for the proposed deck.

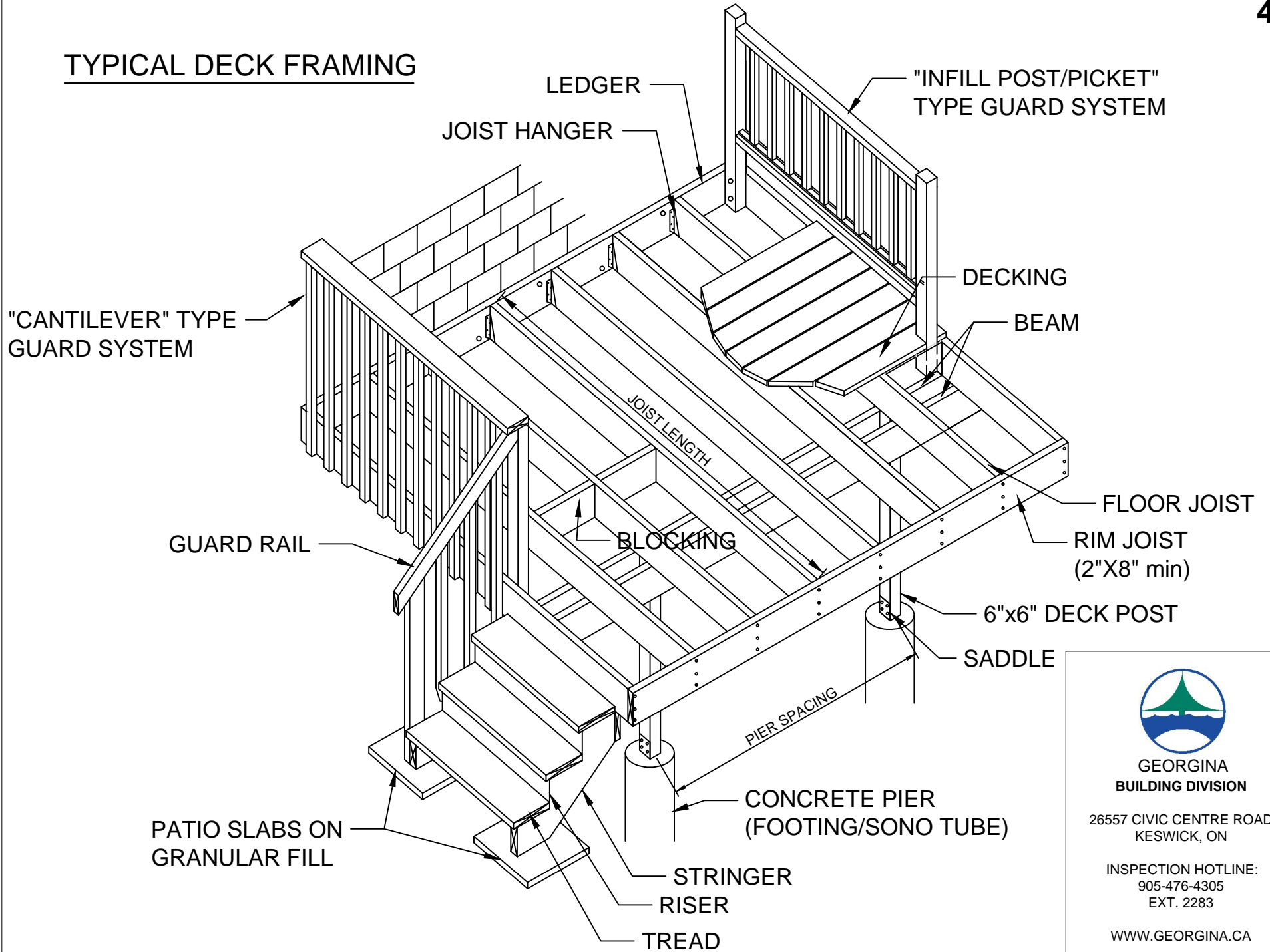
2. Including the following:

- House setbacks
- Deck setbacks
- All accessory structures
- Property address
- Indicate north
- Adjacent street name

BUILDING DIVISION
26557 CIVIC
CENTRE
ROAD
KESWICK, ON

**INSPECTION
HOTLINE**
905-476-4305
EXT. 2283
www.georgina.ca

TYPICAL DECK FRAMING



**GEORGINA
BUILDING DIVISION**

26557 CIVIC CENTRE ROAD
KESWICK, ON

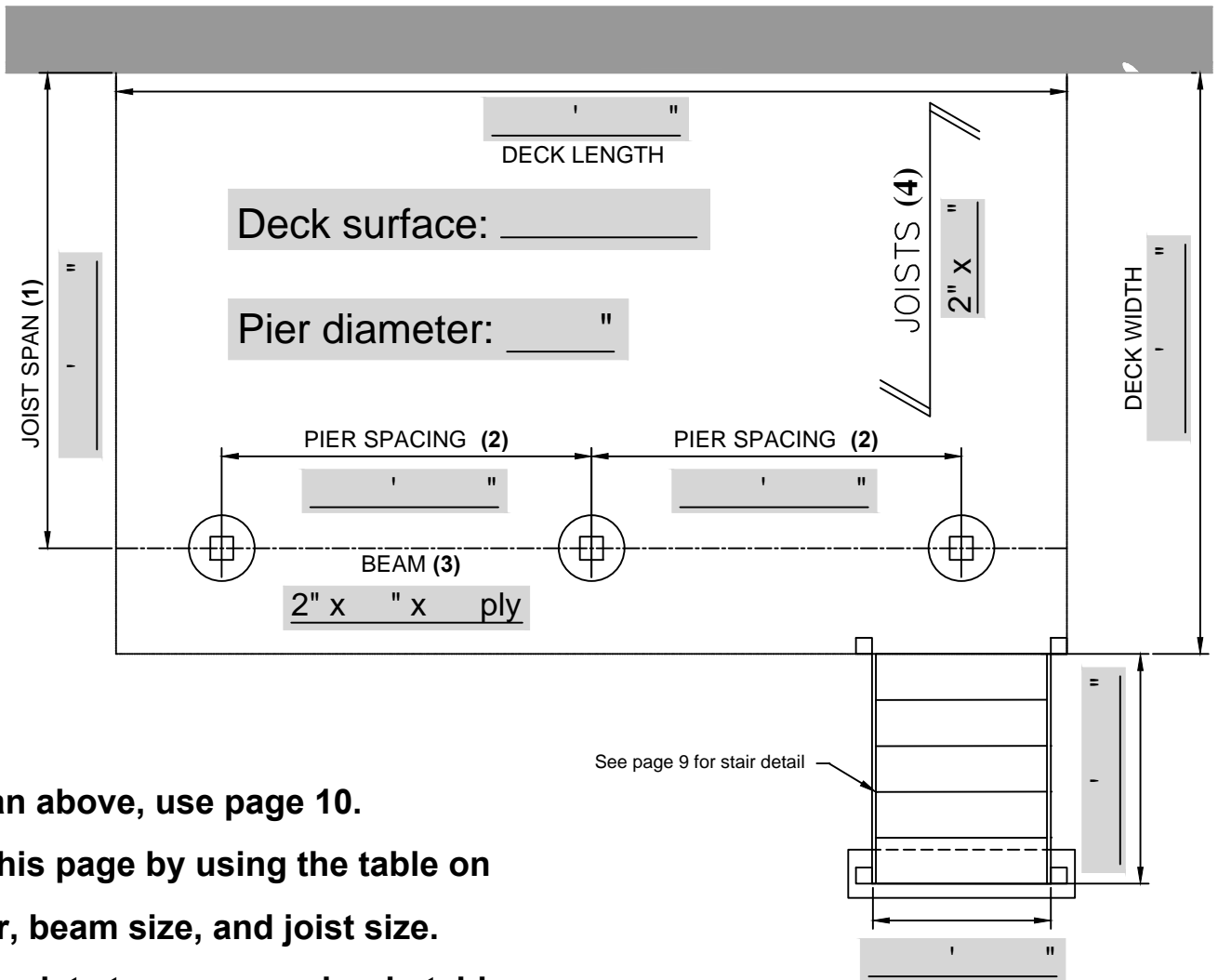
INSPECTION HOTLINE:
905-476-4305
EXT. 2283

WWW.GEORGINA.CA

Deck Plan

NOTE:

1. Piers/footings (ie. sonotubes) shall be a minimum 4' below grade.
2. Deck blocks can only be used on a detached deck with an area less than 592sq/ft, less than 24" above grade and NOT attached to a building).



Instructions for this page:

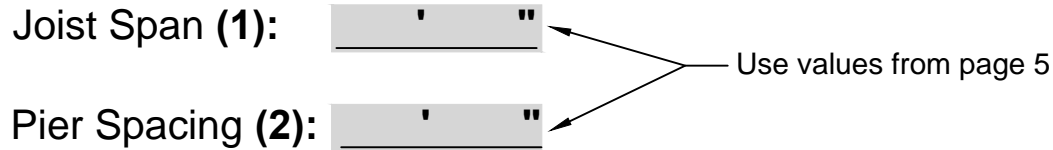
1. If your design differs from the plan above, use page 10.
2. Fill in the plans (grey boxes) on this page by using the table on page 6 to determine pier diameter, beam size, and joist size.
3. Bolded numbers in (brackets) correlate to same number in tables.
4. It is recommended to calculate the largest pier and use the same diameter for all.

Design Table

*Table sizes are according to 16" on center joists

Instructions: Use this table to fill in the required information on page 5.

- Match the proposed joist span (1) to the proposed pier spacing (2) to find the required pier diameter. Circle the value.
- Match the proposed joist span (1) to the proposed pier spacing (2) to find the required beam size (3). Circle the value.
- The final column, joist size (4), is determined by the joist span value in the same row. Circle the value

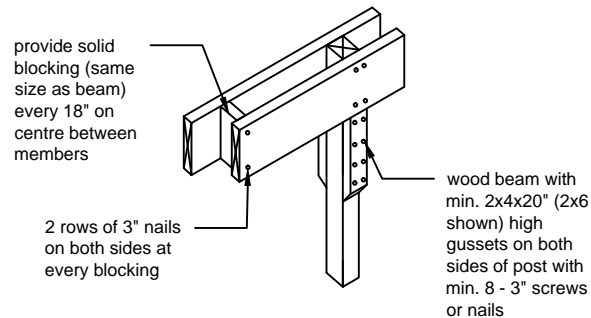


		PIER SIZING TABLE ϕ				BEAM SIZING TABLE (3) – 52 psf					
BEARING CAPACITY OF SOIL 1566 psf	JOIST SPAN (1)	PIER SPACING (2)				PIER SPACING (2)					JOIST SIZE (4)
		4'0" (2)	6'0" (2)	8'0" (2)	10'0" (2)	4'0" (2)	6'0" (2)	8'0" (2)	10'0" (2)		
	6'0" (1)	8" ϕ	10" ϕ	10" ϕ	14" ϕ	2/2"x8" (3)	2/2"x8" (3)	2/2"x8" (3)	2/2'x10" (3)	3/2"x8" (3)	2"x8" (4)
	8'0" (1)	10" ϕ	12" ϕ	12" ϕ	16" ϕ	2/2"x8" (3)	2/2"x8" (3)	2/2'x10" (3)	2/2"x12" (3)	3/2"x10" (3)	2"x8" (4)
	10'0" (1)	12" ϕ	14" ϕ	16" ϕ	18" ϕ	2/2"x8" (3)	2/2"x8" (3)	2/2'x10" (3)	2/2"x12" (3)	3/2"x10" (3)	2"x8" (4)
	12'0" (1)	12" ϕ	14" ϕ	16" ϕ	18" ϕ	2/2"x8" (3)	2/2"x8" (3)	2/2'x10" (3)	2/2"x12" (3)	3/2"x10" (3)	2"x10" (4)

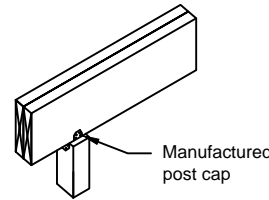
BEAM TO POST CONNECTION

(Indicate below; which Beam to Post Connection detail you will be using by checking within the corresponding box)

BEAM FASTENED TO SIDE OF POST
(Not allowed where beam is required to be more than 2 plies)

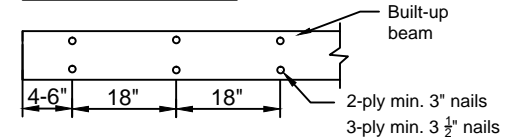


BEAM SITTING ON POST CAP



NOTE: ENTIRE THICKNESS OF MULTI-PLY BEAM MUST BE SUPPORTED ON POST

Beam Nailing Pattern



MANDATORY INSPECTIONS:

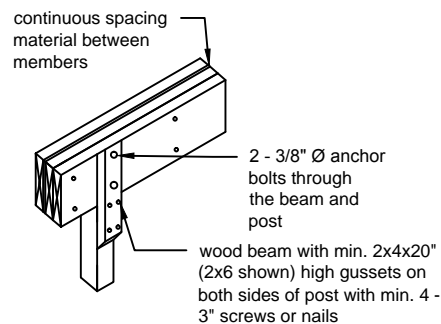
Once the permit is obtained, all work must be inspected at key stages of construction to ensure that construction is in accordance with the permit drawings and complies with the Ontario Building Code:

1. Footing Inspection (Before Pouring Concrete): holes are inspected to verify the depth, diameter, and spacing of the piers prior to placement of concrete.

2. Framing Inspection: Completion of framing components including the connection to the house.

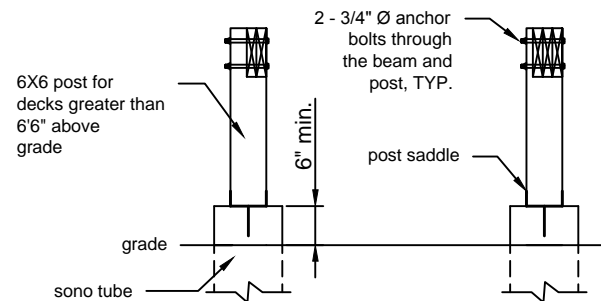
3. Final inspection: Required at the time of completion of deck flooring, guards and stairs.

BEAM SITTING ON TOP OF POST



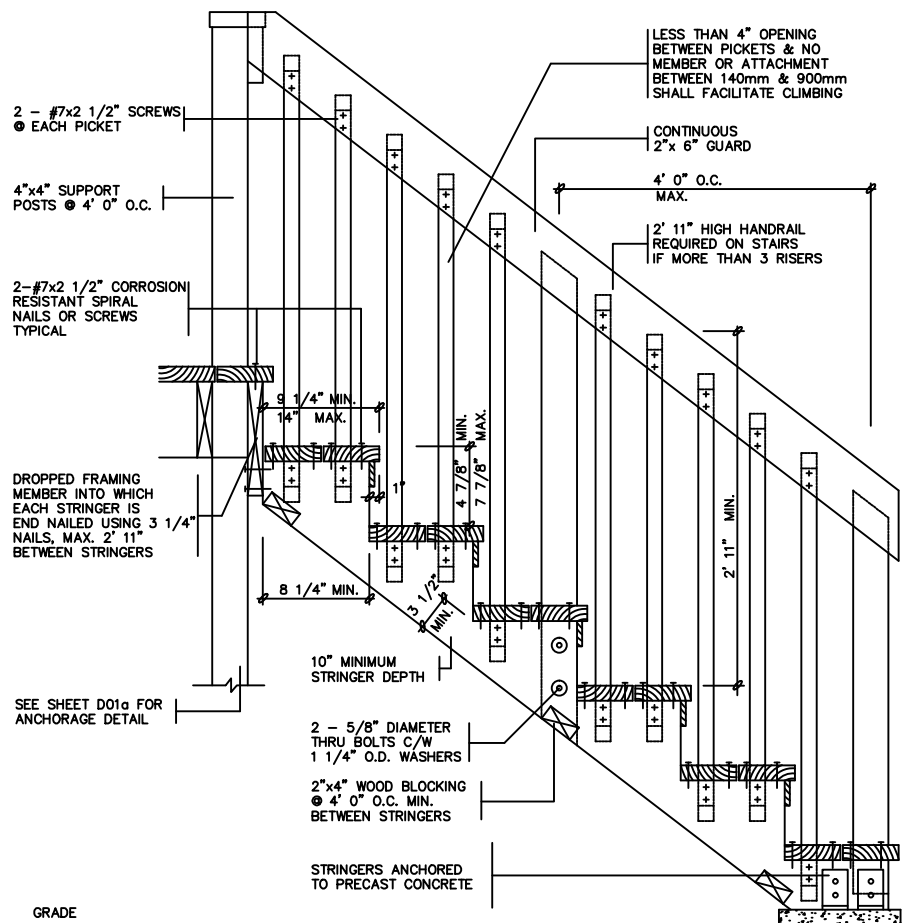
NOTE: ENTIRE THICKNESS OF MULTI-PLY BEAM MUST BE SUPPORTED ON POST

BEAM SITTING ON NOTCHED POST



NOTE: ENTIRE THICKNESS OF MULTI-PLY BEAM MUST BE SUPPORTED ON POST

STAIR DETAILS (Indicate stair design by checking within the corresponding box)



Typical Stair Construction Details:

1. Provide a guardrail in locations where the deck floor height is 24" or more above the finished grade.
2. When guardrail is not required, provide a handrail 31"-38" high on stairs if more than 3 steps.
3. All steps to have an equal rise and run between landings.

Minimum rise = 4 7/8" vertically,
Minimum tread = 9 1/4" horizontally,

Maximum rise = 7 7/8" vertically
Maximum tread = 14" horizontally

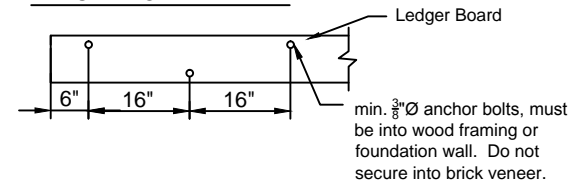
Stairs to be constructed as indicated above

Alternate engineered design submitted with package

CONNECTION DETAILS (Fill in all areas within the grey box)

8

LEDGER BOARD DETAIL

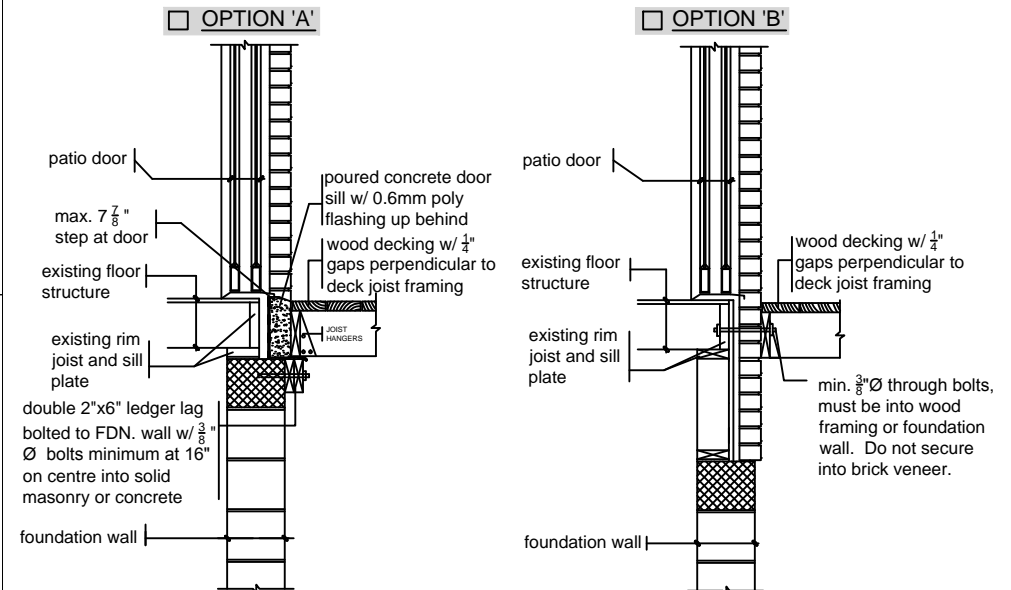


Deck Ledger (for attached decks):

Ledger board size: _____ Lag or through bolt size: _____ (min 3/8")
Lag or through bolt length: _____ (through bolt must be long enough to pass through the brick veneer and interior rim joist if option 'B' is chosen).

Ledgerboard connection: Wood Framing Foundation wall
 Through Brick Veneer (select additional option below)

BRICK VENEER CONNECTION DETAIL



GUARD DETAILS

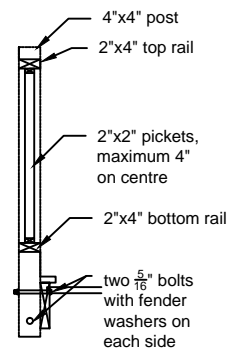
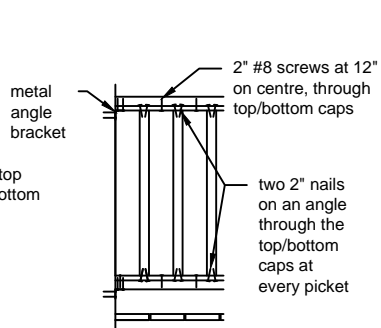
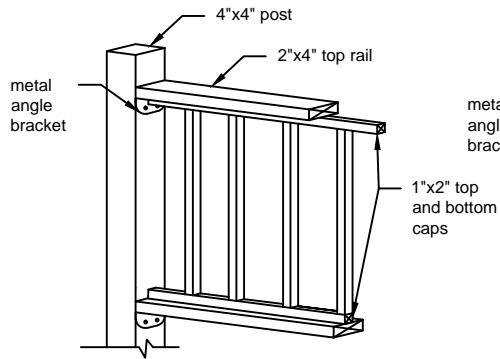
(Check the corresponding box to indicate guard details)
NOTE: plastic connectors are not accepted

Height of deck _____ " (highest point from grade to walking surface)

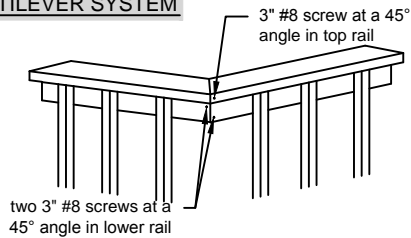
36" GUARD 42" GUARD

INFILL PICKET SYSTEM

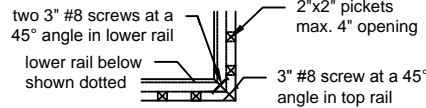
ALTERNATE ENGINEERED DESIGN PROVIDED



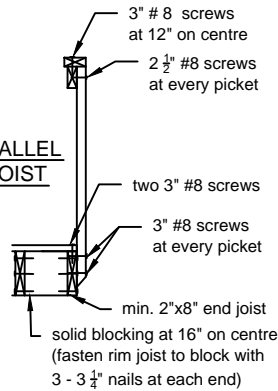
CANTILEVER SYSTEM



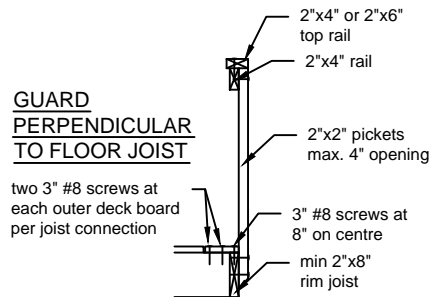
TOP VIEW



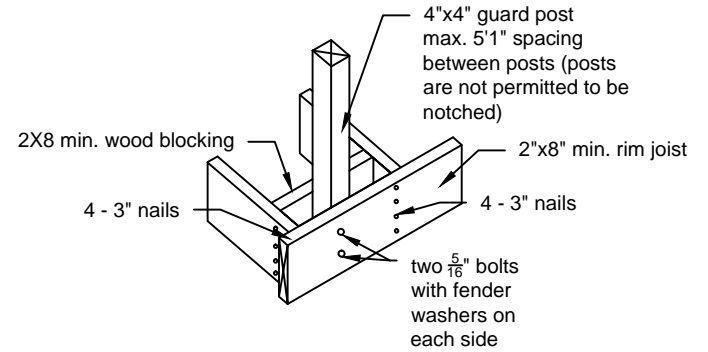
GUARD PARALLEL TO FLOOR JOIST



GUARD PERPENDICULAR TO FLOOR JOIST



GUARD CONNECTION DETAIL



REQUIRED LATERAL BRACING

