



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 Bylaw 2026-0058 \(BU-1\)](#) Section 16.