



CLEARVIEW

Building a Deck Information Guide and Process

When is a building permit required for a deck?

- Any deck serving as the primary access entrance.
- If the deck (new or replacement) is 24" high or greater above finished grade.
- A permit is also required if structural renovations will be made to an existing deck.

Drawing requirements for a building permit application

1. A copy of the property survey or site plan of your lot.
 - a. Please draw on location of deck with dimensions to lot lines and septic if applicable
2. Deck drawings (drawn to scale and dimensioned)
 - a. Plan view showing posts, floor joists, beams, stairs, and landings
 - b. Side view showing height or deck and guard

Guards/Railings (for decks 24" or higher)

The Ontario Building Code permits the installation of wood guards/railings. Should you plan on installing anything other than a wood guard/railing, please submit a copy of the Pre-Engineered guard/railing details with your building permit application. Typically, you can receive this package of details from the supplier.

How to apply for a building permit

To apply for a building permit, visit our website www.clearview.ca/portal Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

Cost of building permit

The cost of the permit is \$193.00 up to 300 ft² \$0.66 cents a sq.ft. thereafter, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

Time

Once a complete permit application is made the permit will be reviewed by the Planning Department for zoning compliance and once completed the Building Department will complete the review within a maximum of 10 business days.

Required Building Inspections

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice.

Required inspections include.

- Excavation/Footing inspection- Once the holes have been dug, but prior to concrete being poured
- Structural Wood Frame inspection- Once the framing is complete (posts, beams, joists)
- Final Building inspection- When the deck and guard/railing are complete (Framing and Final Inspections may be combined)

Important Numbers to Know

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

Any Questions?

Phone: 705-428-6230 ext. 232

Web: www.clearview.ca

Office hours;

Monday to Friday

8:30am – 4:30pm