

The Homeowner's Building Application Checklist for Constructing a Residential Sundeck



This checklist provides **homeowners** a summary of the Building Permit submission requirements for constructing a residential sundeck.

- Regardless of the deck's walking surface area, if the deck is adjacent to or attached to the house and its walking surface is more than 600 mm (24 in.) above the adjacent grade, a permit is required;
- Regardless of the deck's walking surface area, if the deck is an elevated deck providing principal access to a building, a permit is required;
- If the deck is independent from the house (eg. is in the middle of the yard) and has a walking surface greater than 10 square metres (approximately 108 square feet) in area and its walking surface is more than 600 mm (24 in.) above the adjacent grade, a permit is required.

For additional details on the Submission Process, Application Forms, Fees, Approvals and Inspections, please refer to the website at ottawa.ca/buildingcode.

The Ontario Building Code outlines the minimum requirements for various elements, such as framing and foundation, and can be viewed on the [Ontario Ministry of Municipal Affairs and Housing website](http://OntarioMinistryofMunicipalAffairsandHousingwebsite).

A Development Information Officer (DIO) can advise on zoning regulations impacting your sundeck design; particularly set backs to lot lines. Please call 3-1-1 for assistance.

Required Drawings

Two complete sets of plans that are legible and drawn to conventional scale are required to be submitted with the Building Permit Application Form.

Site Plan

Drawing to include:

- Lot lines including dimensions.
- Location of proposed sundeck dimensioned to other buildings and lot lines.
- Municipal address.

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Foundation Plan

Drawing to include:

- Footing size and location.
- Structure including beams, floor joist including size, span, and direction.
- Full dimensions.

Elevations

Drawing to include:

- The general appearance of the deck.

Cross Section

Drawing to include:

- Footing depth and construction.
- Height of deck walking surface above grade.
- Height of guard above walking surface.
- Step details.
- Deck construction.
- Guard construction.
- Support details such as deck to house connection.

Building Permit Application

Submit a Building Permit Application to any of our convenient Client Service Centres. To expedite the Building Permit, ensure all applicable information is submitted with the required building permit fee.

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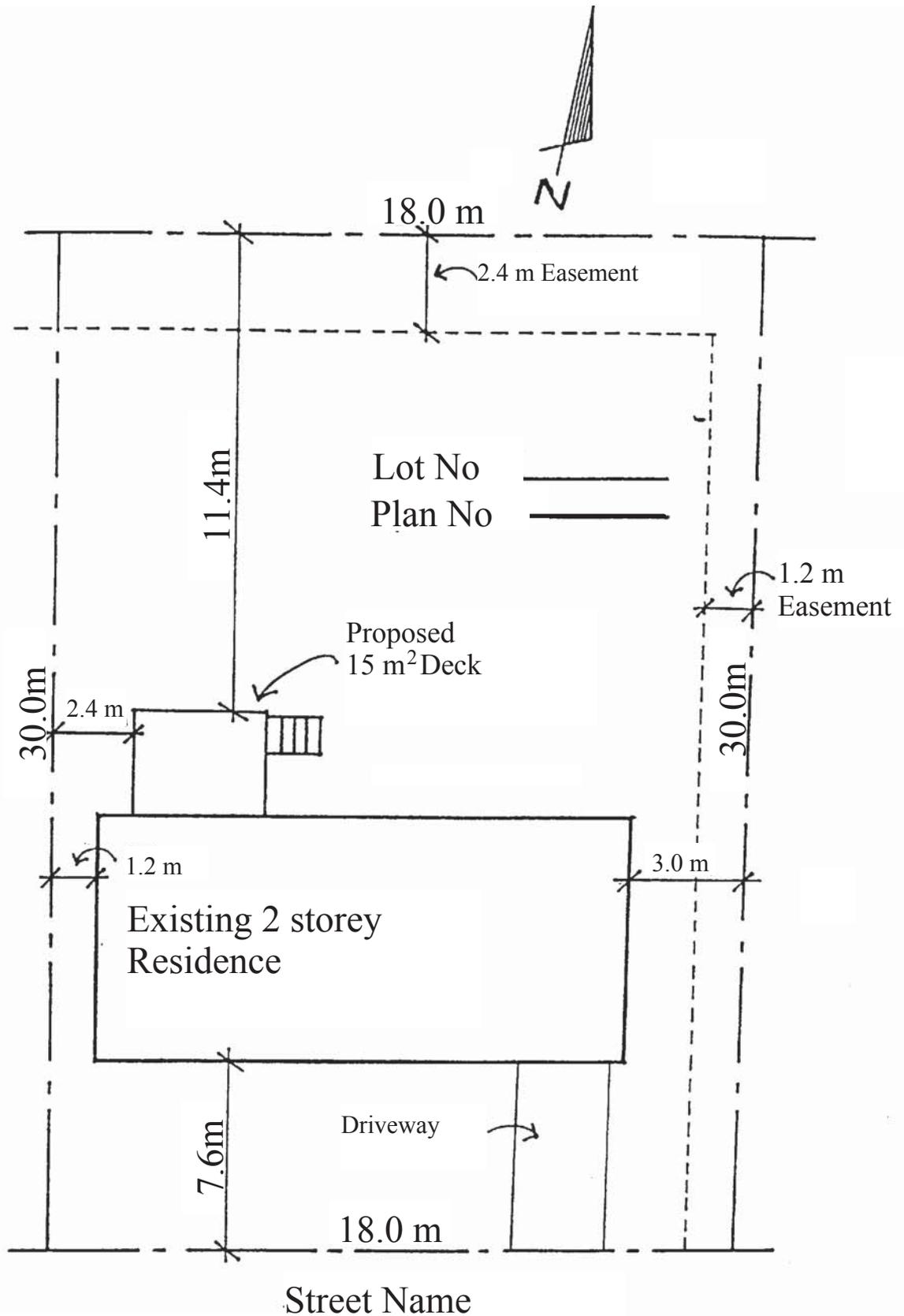
Required Inspections

For a Residential Sundeck for:
Single, Semi-Detached, Rowhouse & Townhome Dwelling Units

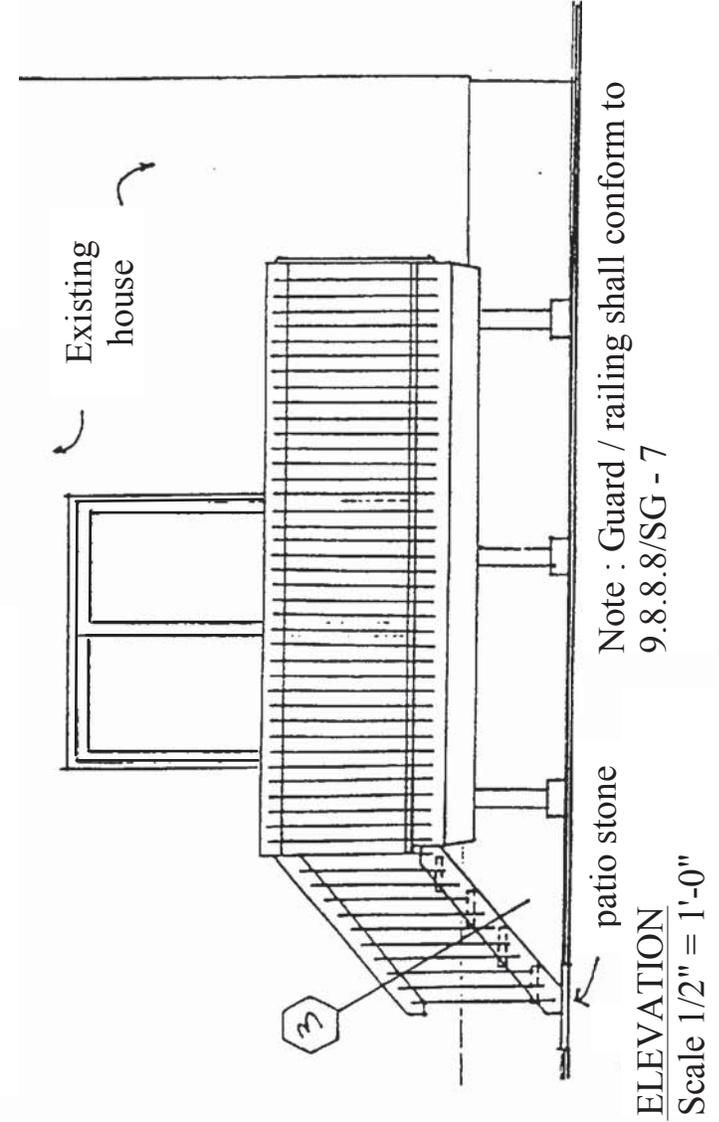
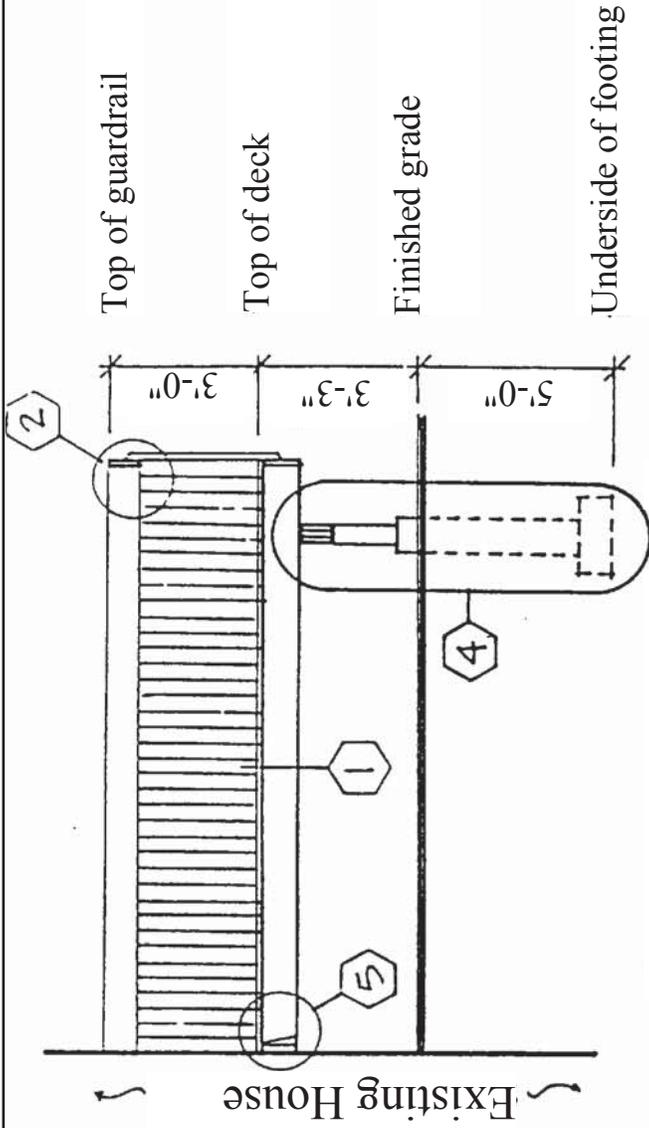
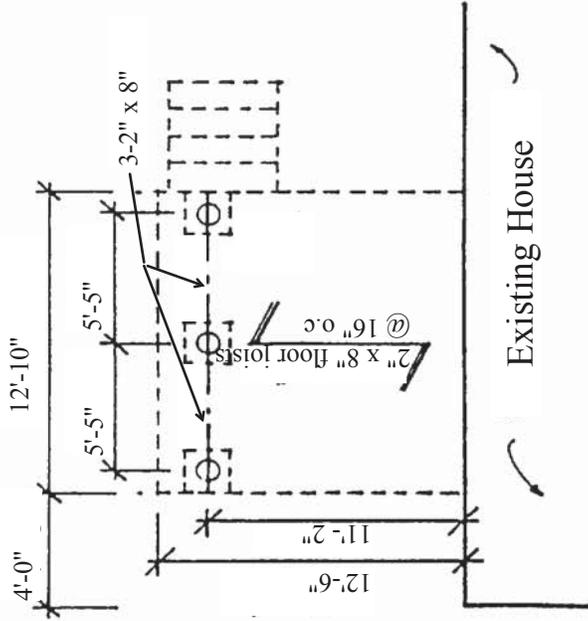
At key stages of building construction, your work must be inspected to ensure that the applicable stage of construction complies with the Ontario Building Code. The permit plans and specifications must be on site and made available to the Building Official at the time of inspection. To ensure the availability of a Building Official, you should book inspections 48 hours in advance. Failure to have the appropriate inspection performed may result in your having to uncover and expose the work for inspection, or other Orders issued, etc.

The Building Official(s) name and phone number are identified on the building permit. It is your responsibility to call for inspections. For a list of required inspections that may apply based on the proposed sundeck, please refer to the following table.

Inspection	Description
Excavation/Foundations	Footing and Foundation – For in-situ piers and pads prior to backfill, the inspector will confirm that the foundation system is constructed as per the Ontario Building Code and permit drawings.
Framing	Required at completion of structural framing and guards.
Final	Required at completion of the deck framing, stairs and guards.



SITE PLAN
 Scale 1:250



- 1 Deck
 - 2" x 8" cedar joists @ 16" o.c
 - 2" x 6" cedar decking with 1/4" space
- 2 Guardrail
 - 2" x 6" cedar top rail
 - 2" x 2" cedar pickets spaced 4" o.c maximum
- 3 Stairs
 - 7 7/8" open risers
 - 2" x 10" cedar tread
 - 31 1/2" - 36" handrail with 2" x 2" pickets spaced 4" o.c maximum
- 4 Support
 - 3-2" x 8" pressure treated wood beam
 - 6" x 6" pressure treated post
 - 8" diameter concrete pier
 - 24" diameter x 6" thick concrete footing
- 5 House Connection
 - 2" x 8" ledger board nailed to house rim joist
 - Galvanized joist hanger