



CLEARVIEW

## Building a Deck Information Guide and Process

### When is a building permit required for a deck?

- 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 of 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.

### Approved Decking Materials (for decks 24" or higher)

- 5/4" wood decking
- Nexwood Composite Decking
- CWS Composite Decking
- Trex Wood-Polymer Composite Decking
- Duradek boards
- Eon Composite Decking System
- Brite Composite Decking
- Baleboard Poly Decking

### Where to apply for a building permit

To apply for a building permit please bring all required drawings to the Clearview Municipal Office, located at 217 Gideon Street, Stayner, Ontario.

### Cost of building permit

The cost of the permit is \$170.00 up to 300 ft<sup>2</sup> \$0.58 cents a sq.ft. thereafter, we accept cash, cheque and debit as methods of payment. This includes 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 through 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](http://www.clearview.ca)

### **Office hours;**

Monday to Friday

8:30am – 4:30pm