

TEMPLATE · PERMIT

Deck permit application checklist

Print, attach to your project folder, and check items off as you assemble the package. Bring the photographed copy to your building department appointment.

§ I. DOCUMENTS TO GATHER

- Current property survey (under 5 years old, or recent re-survey)
- Zoning certificate from your municipality (some cities call it a 'zoning compliance letter')
- Title document or property deed (for owner-signature confirmation)
- Existing site plan / lot plan if previously approved for the property
- Existing structure as-builts if the deck attaches to a renovation

§ II. DRAWINGS TO PREPARE

- Site plan — north arrow, scale, lot lines, all setbacks dimensioned to the new deck
- Elevation — finished deck height, guard height, stair geometry
- Framing plan — joist size, spacing, ledger detail, blocking, post locations
- Footing detail — depth below grade, footing dimensions, post-base hardware
- Stair detail — riser height, tread depth, total rise, handrail height

§ III. DIMENSIONS TO CONFIRM

- Rear-yard setback distance from deck edge to property line
- Side-yard setback distance from deck edge to property line
- Total lot coverage including the new deck (most cities cap at 30-50%)
- Height from underside of joists to finished grade (guard threshold is 24")
- Distance from deck edge to nearest hydro / utility / gas line

§ IV. PRE-SUBMISSION SELF-REVIEW

The morning of your appointment, run this list. These are the twelve things plan examiners flag most often.

- Site plan is signed and dated by the applicant
- All dimensions on the site plan and elevation match each other
- Setbacks are written numerically, not 'as shown'
- Joist size and spacing are labelled on the framing plan
- Ledger attachment to the house has a specified flashing detail
- Footing depth is at least 4 ft below grade in the GTA
- Guardrail height is shown on the elevation if deck is above 24" off grade

- Stair geometry shows riser and tread within OBC tolerance
- Materials list is included (decking, joists, posts, fasteners)
- Permit application form is fully filled, including roll number / address
- Owner signature is on every page that has a signature line
- Application fee is in the form the city accepts (some don't take credit cards)