



## The homeowner's building application checklist for constructing a residential sundeck

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

- All decks having a walking surface of 600mm (24") above adjacent grade and are attached to a building or provides access or egress from a dwelling unit requires a building permit.
- A building permit is also required for decks having a walking surface of 600mm (24") above adjacent grade and are greater than 10 square metres (107.64 sq. ft.) in area.

For additional details on the Submission Process, Application Forms, Fees, Approvals and Inspections, please refer to the Homeowner's Guide for Small Projects and Building By-law N° 18-2008 available online at: [www.hawkesbury.ca](http://www.hawkesbury.ca).

The Ontario Building Code outlines the minimum requirements for various elements, such as joist size, beam size, foundation requirements, guard requirements, and can be viewed on the Ontario Ministry of Municipal Affairs and Housing website at: <http://www.obc.mah.gov.on.ca/site4.aspx>.

Our Planner can advise on zoning regulations impacting your sundeck design; particularly set backs to lot lines. Please call 613-632-0106, extension 2020, 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.

## 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 the Building Department at the municipal office. To expedite the Building Permit, ensure all applicable information is submitted with the required building permit fee.

## 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 24 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.**

Inspection	Description
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<b>Excavation/Foundations</b>	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 approved plans.
<b>Framing</b>	Required at completion of structural framing and guards.
<b>Final</b>	Required at completion of the deck framing, stairs and guards.