



# Deck / Porch

## This Permit Package Includes:

- 1. Application for a Permit to Construct or Demolish, Construction Details & Site / Sketch Plan (pg 2-6)**  
Pages 2-6 MUST be completed in FULL & returned to the Township with applicable building plans  
*\*failure to complete in full may result in delay of permit assessment / issuance*
- 2. Deck / Porch Guide (pg 7-12)**
- 3. Schedule A - Class of Permits & Permit Fees (pg 13)**

**Do Not Commence** any  
Construction, excavation, installation prior to receiving your permit.

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

# Township of Elizabethtown-Kitley

Main Administration Office  
6544 New Dublin Rd  
RR 2  
Addison, ON K0E 1A0



Ph: (613) 345-7480 800  
(800) 492-3175  
Fax: (613) 345-7235  
Email: mail@ektwp.ca

Permit No \_\_\_\_\_

Assessment Roll No \_\_\_\_\_

## Construction Details

### 1 . Construction Type

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Open Roofed                    | <input type="checkbox"/> Enclosed |
| <input type="checkbox"/> Other (specify)                |                                   |
| <input type="checkbox"/> Attached to Structure/Building | <input type="checkbox"/> Detached |

### 2. Soil Type- Rock Clay Loam

Other \_\_\_\_\_

— Are special foundations required?  Y  N

### 3. Foundation — Posts (minimum 6x6 pressure treated required) \_\_\_\_\_

### 4. Type: Poured Block Other (specify) \_\_\_\_\_

### 5. Guards (railings) — Details \_\_\_\_\_ (see Page 11 of this package)

\* Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.



# Site Sketch/Plan

Permit No. \_\_\_\_\_

Assessment Roll No. \_\_\_\_\_

1. Lot Dimensions: Lot Area \_\_\_\_\_ acres ±; Lot Dimensions \_\_\_\_\_ ft. x \_\_\_\_\_ ft. ±

-Are Surveys Stakes Visible?  Y  N

- Is this a Corner Lot?  Y  N

### 2. Setbacks from Proposed Structure to Lot Lines (View from Road):

Left Side Yard: \_\_\_\_\_ ft.

Right Side Yard: \_\_\_\_\_ ft.

Front Yard: \_\_\_\_\_ ft.

Rear Yard: \_\_\_\_\_ ft.

### 3. Dimensions of: - Proposed Deck/Porch:

Width: \_\_\_\_\_

Length: \_\_\_\_\_

Height: \_\_\_\_\_

Area Sq. Ft.: \_\_\_\_\_

Distances to:  septic (tank and tile bed) Note: New construction to be a minimum of 5 ft. from septic tank

well and 17 ft. from tile bed. New construction not to be within mantle area.

***\*Please Include all of the above on the Site Sketch***

### **To Be Completed in Full - Incomplete application forms will result in delay of processing**

\* Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

# Township of Elizabethtown-Kitley

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## Deck / Porch Guide

This information package is intended to help you, the homeowner/contractor, to better understand the procedures in obtaining a building permit and other approvals which may be required. Also provided in this package is a list of required inspections.

We strongly urge you to read all of this information carefully and keep it handy for future reference. If you should have any questions, please contact the appropriate department.

We wish to emphasize that the Chief Building Official enforces the Ontario Building Code. Questions concerning Zoning or land use By-Laws should be directed to the Planning & Development Department. Issues respecting property drainage and lot grading may be registered on title to the property.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of a deck or porch within the scope of Part 9 of the Ontario Building Code.

To apply for a building permit, the following must be submitted.

### **Plans and Specifications**

Two complete sets of drawings and specifications (including site plan) are required. After examination for conformance to the Ontario Building Code, one set of plans will be returned to the applicant and **MUST** be kept on site at all times (*inspections will not be conducted without them*). The second set will be retained by the Building Department. Construction must be in accordance with the plans. If any changes are required, revised drawings **MUST** be submitted to the Building Department for review.

### **Site Plan**

- Dimensions of the lot
- Location of all existing buildings, decks and other structures
- Location and dimension of proposed deck or porch
- Distance of all setbacks (front, rear & sides for the deck or porch)
- Location of all easements
- Grading and drainage
- Walkways, driveways
- Legal description of lot
- Street name
- Location of septic field and tank (if applicable)

### **Foundation Plans**

If the deck or porch is constructed with a full foundation (4'-6' below grade), showing the following:

- Size and location of both strip and column footings
- Size and location of foundation wall
- Thickness and strength of concrete for poured foundation
- Thickness of concrete block (if used for foundation)

### **Cross Section**

- Showing the construction of the following assemblies:
- Roof
- Exterior wall (brick or siding and insulation, if any)
- Interior wall
- Foundation wall (including insulation, if any)
- Size of footing
- Size of sill plate and anchor bolt size and spacing
- Soffit and fascia treatment



- Finish grade location
- Floor to ceiling heights
- Roof pitch

Part C

Owner's Responsibilities (Inspections)

The Building Permit card **MUST** be posted so it can be seen from a public right-of-way. The Owner of the property is responsible to notify the Building Department at 613-345-7480 at least **48 hours** in advance of the stages of construction for the necessary inspections.

The following **MUST** be completed before any inspection, and a copy of the reviewed plans **MUST** be on site, otherwise the inspection will not be carried out.

- Completion of excavation and forming of the piers
- Completion of piers prior to backfill
- Completion of deck floor framing (*for areas that may be concealed prior to final inspection*)
- Completion of deck including guards

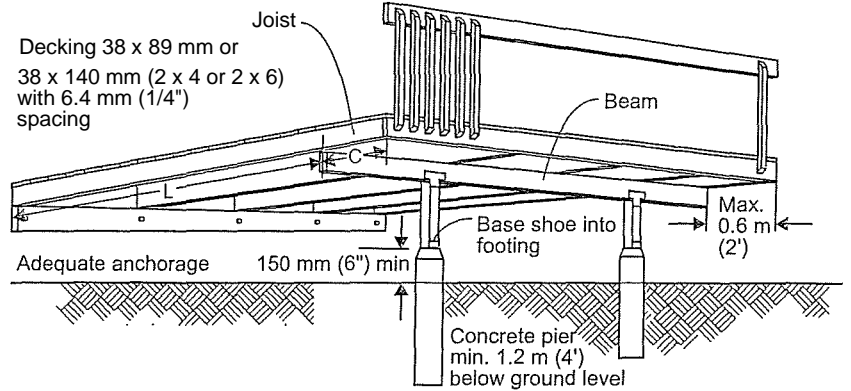
## Decks

Decks are a common outdoor extension of the main dwelling. As such, decks must be designed and constructed to safely support imposed loads. All general requirements for wood frame construction also apply to wooden decks, however, the Housing Code does not address decks specifically.

Decks attached to dwellings must be designed to withstand movement or to prevent damage to the dwelling should movement occur. Stairs, railings, and guards must comply with applicable Code requirements. Consideration should also be given to the durability of the deck materials, finishes, nails and other fasteners when exposed to the weather.

Some suggested guidelines for wooden decks are presented below showing commonly acceptable practices. It is recommended to include construction details of decks in drawings submitted for building permits especially where they are attached to the main dwelling.

Refer to Supplementary Guideline 7 for specific requirements for the construction of guards.



Pier size [mm] (in)				
Pier spacing $1/2 + C$	1.2 m (4')	1.8 m (6')	2.4 m (8')	3 m (10')
1.2 m (4')	200 (8)	250 (10)	250 (10)	305 (12)
1.8 m (6')	250 (10)	305 (12)	305 (12)	355 (14)
2.4 m (8')	250 (10)	305 (12)	355 (14)	-
3 m (10')	305 (12)	355 (14)	-	-

Beam size [mm] (in)				
Pier spacing Joist size @ 400 mm (16\") o.c.	1.2 m (4')	1.8 m (6')	2.4 m (8')	3 m (10')
38 x 140 mm (2 x 6)	2-[38 x 140 (2 x 6)]	2-[38 x 140 (2 x 6)]	2-[38 x 140 (2 x 6)]	2-[38 x 190 (2 x 8)]
38 x 190 mm (2 x 8)	2-[38 x 140 (2 x 6)]	2-[38 x 140 (2 x 6)]	2-[38 x 190 (2 x 8)]	2-[38 x 190 (2 x 8)]
38 x 240 mm (2 x 10)	2-[38 x 140 (2 x 6)]	2-[38 x 190 (2 x 8)]	2-[38 x 240 (2 x 10)]	2-[38 x 305 (2 x 12)]
38 x 305 mm (2 x 12)	2-[38 x 140 (2 x 6)]	2-[38 x 240 (2 x 10)]	2-[38 x 305 (2 x 12)]	-

Note: Joist size and spacing limits the allowable span, L, in the figure above.

# GUARDS

BUILDING CODE REFERENCES

DIVISION B

- 9.8.8.1. Required Guards
- 9.8.8.2. Loads on Guards
- 9.8.8.3. Height of Guards
- 9.8.8.4. Guards for Floors and Ramps in Garages
- 9.8.8.5. Openings in Guards
- 9.8.8.6. Design to Prevent Climbing
- 9.8.8.7. Glass in Guards

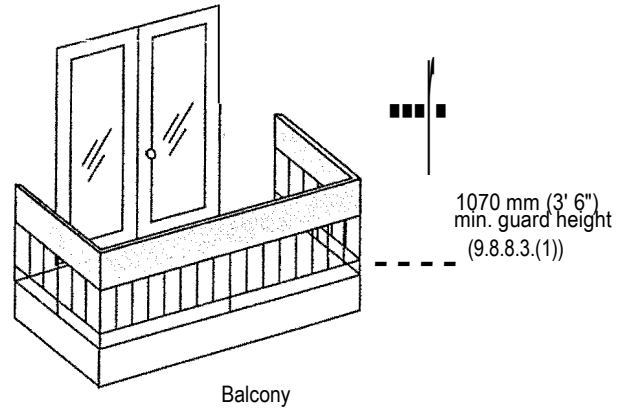
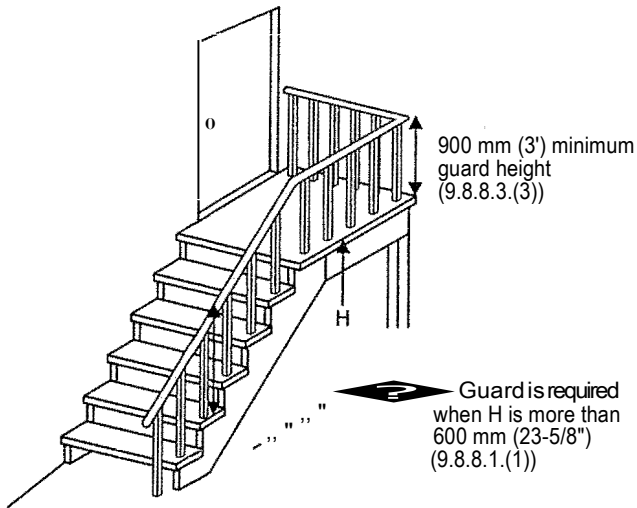
Guards are intended to reduce accidental falls from differences in elevation between adjacent floor levels or the exterior ground. Generally, guards are required for stairs, ramps, landings, balconies, porches, decks, mezzanine galleries and raised walkways unless stated otherwise. In many cases, handrails are incorporated into guards where both are required.

Guards should be designed to not facilitate climbing by minimizing horizontal hand grips and toeholds. Figures 5.15 to 5.18 illustrate the major Code requirements for guards.

Every exterior flight of steps and ramps, landing, porch, balcony, mezzanine, gallery, and raised walkway to which access is provided for other than maintenance purposes shall be protected by guards on all open sides. (9.8.8.1.)

HEIGHT ABOVE GROUND IS NOT MORE THAN 1.8 m (5' 11")

HEIGHT ABOVE GROUND IS MORE THAN 1.8 m (5' 11")



When an interior stair has more than two risers, the sides of the stair and the landing or floor level around the stair well shall be enclosed by walls or be protected by guards (9.8.8.1.(3))

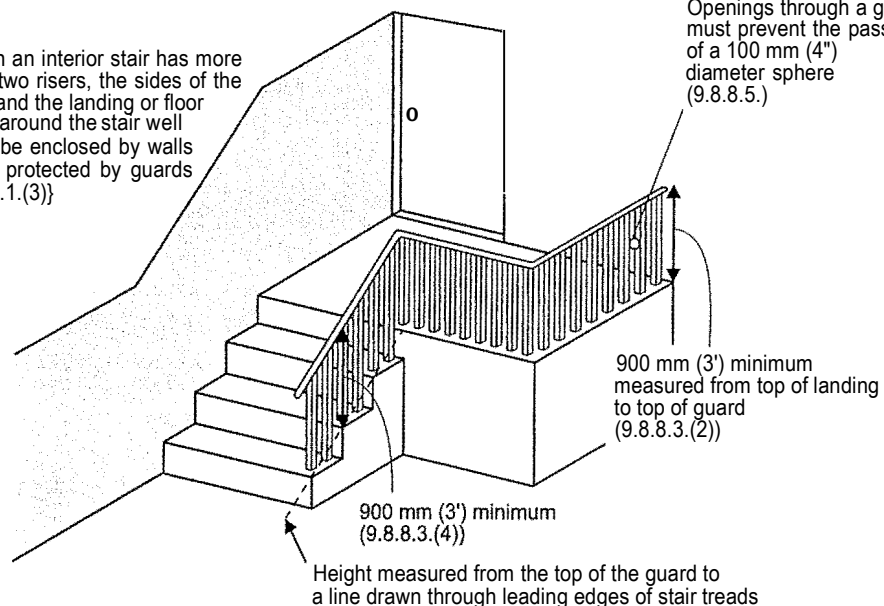
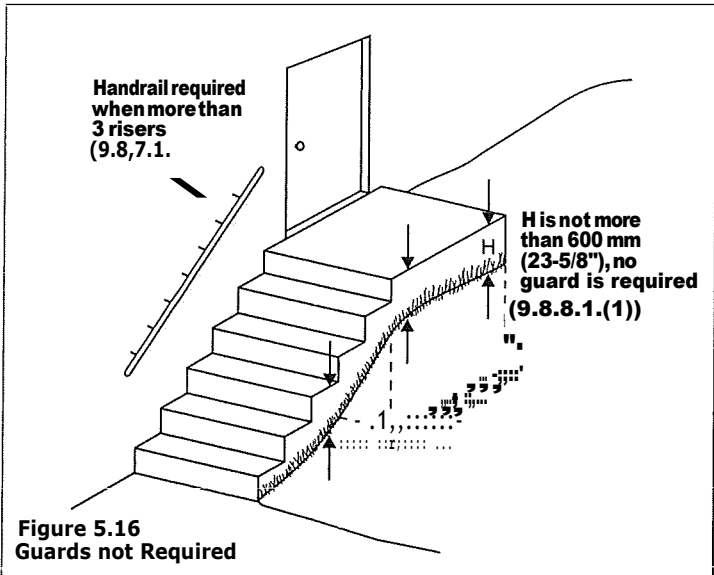


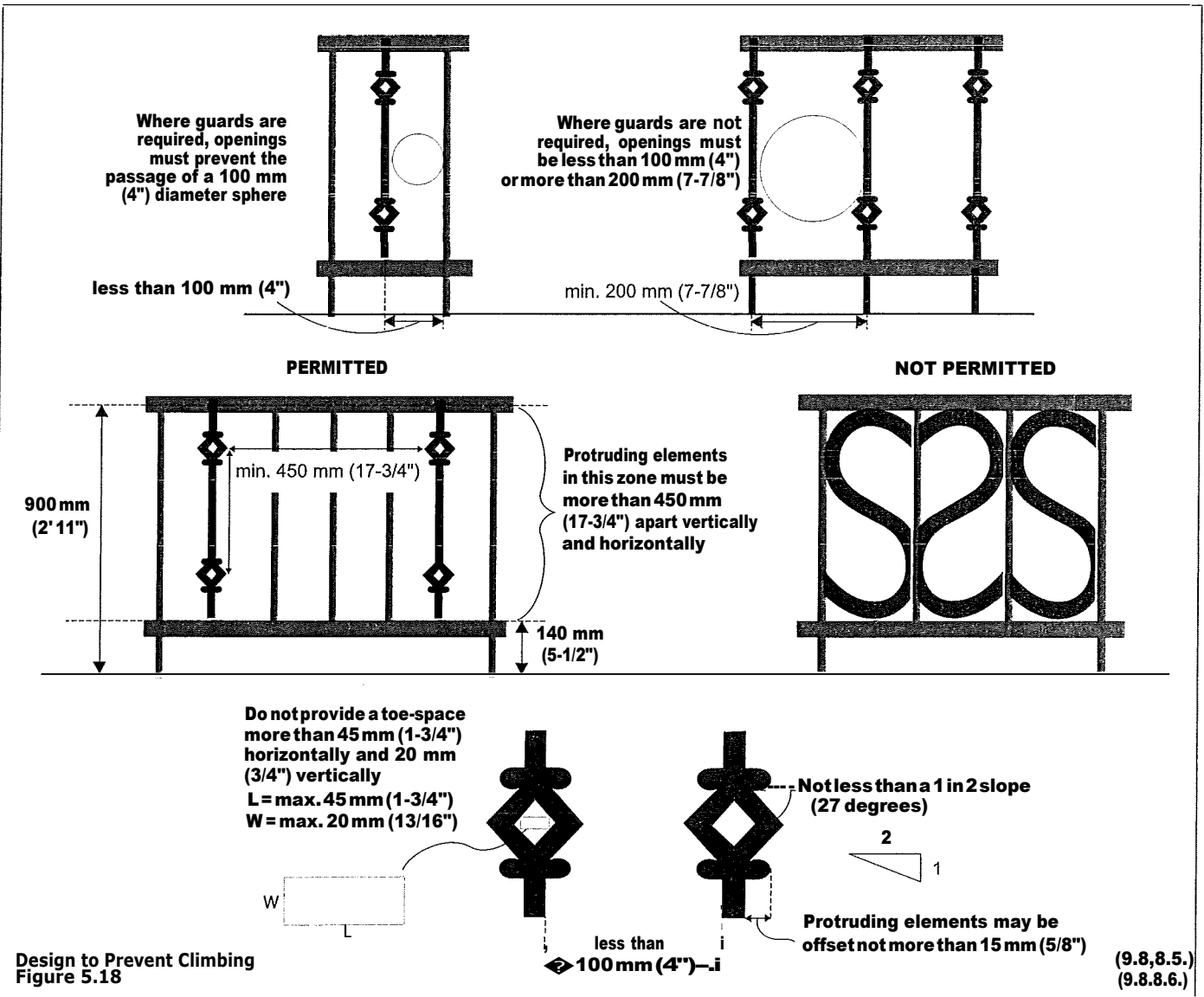
Figure 5.15  
Required Guards

(9.8.8.)



Height above adjacent ground level or walking surface	Guard Requirement
600 mm (23-5/8") or less	Not Required 9.8.8.1.(1)
1800 mm (5' 11") or less (See Figure 5.15)	Required 900 mm (2' 11") min. guard height 9.8.8.3.(2)
exterior more than 1800 mm (5' 11") (See Figure 5.14)	Required 1070 mm (3' 6") min. guard height 9.8.8.3.(3)

**Figure 5.17**  
Minimum Guard Requirements



## Building Permit Fees, as of July 1, 2023

Taken from Schedule A

By-law 23-39: Being a By-law to Establish Fees in the Township of Elizabethtown-Kitley

Class of Permit	Fees*
Building Work Orders	\$75.00
Deposit on New Construction	\$500.00
<b>Residential</b>	
New Single Unit Dwelling, Semi-Detached or Duplex (includes attached garage space)	\$1 per square foot, all floor areas excluding basement. If finished basement, add \$0.20/sq. ft.
Additions to Single Unit, Semi-Detached or Duplex Dwellings, includes attached garage area	\$1 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
Alterations and Repairs to Single Unit, Semi-Detached or Duplex Dwellings	\$0.75 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
Detached Residential Accessory Buildings, and any additions to such buildings	\$0.50 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
Decks, freestanding or attached	\$0.50 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
<b>Industrial, Commercial, Institutional or Public Buildings</b>	
New Buildings	\$0.40 per square foot <b>OR</b> \$300.00 minimum, whichever is greater.
Additions to Buildings	\$0.40 per square foot <b>OR</b> \$300.00 minimum, whichever is greater.
Alterations, Repairs and Minor Renovations	Greater of \$100.00 or \$5.00 for every \$1,000 of cost
<b>Farm (Farm Registration Number May Be Required)</b>	
New Farm Building	Greater of \$100.00 or \$0.15 per square foot to a maximum of \$750
Alterations, Repairs and Additions to Farm Buildings	Greater of \$100.00 or \$0.15 per square foot to a maximum of \$300
<b>Miscellaneous</b>	
Wood Stove or Fireplace Permit	Flat Rate \$200.00
Plumbing Permits	Flat Rate \$100.00
Demolition Permit	Flat Rate \$100.00
Transfer of Permit	Flat Rate \$100.00
Change of Use Permit	Flat Rate \$100.00 plus permit fee
Conditional Permit	Flat Rate of \$100.00 plus permit fee and a signed Agreement
Request for a Deferral of Revocation	Flat Rate \$100.00
Minimum Permit Fee	\$100.00 unless otherwise indicated
Pools (By-law 01-14 and By-law 05-32)	\$100.00
Outdoor Furnaces (By-law 07-08)	\$200.00

**\* Per square foot fees calculated based on exterior dimensions**