



Town of Aylmer  
46 Talbot Street West  
Aylmer, Ontario N5H 1J7  
[www.aylmer.ca](http://www.aylmer.ca)  
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## Building A Deck - Information Guide and Process

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

The construction of all decks 24" and greater above grade and all covered decks require a building permit. This applies to all new decks as well additions and modifications to existing decks. Decks lower than 24" above grade do not require a building permit however, zoning requirements such as setbacks still apply.

### **Drawing requirements for a building permit application (please submit 2 copies)**

1. Site plan indicating:
  - a) Setback dimensions
  - b) Existing structures on property
  
2. Deck drawings (must be fully noted and dimensioned)
  - a) Plan view showing foundations, posts, floor joists, beams, stairs, landings
  - b) Side view showing height of deck and guard

\*see attached deck design details for assistance\*

### **Guards/Railings (for decks 24" or higher)**

All guards must comply with the construction requirements of OBC Div. B 9.8.8 and Supplementary Standard SB-7. Should you plan on installing anything other than an approved guard/railing, please submit a copy of the Pre-Engineered guard/railing design with your building permit application. Typically, you can receive this package of details from the supplier. Guards are also required to be non-climbable with no horizontal framing members between 5½" and 35" above the deck surface.

NOTE: Hollow plastic or vinyl guards/railings are not permitted.

### **Foundations**

All decks require proper footings/foundations that have a minimum depth of 48" below grade. Deck blocks may be used only when:

- The deck is not attached to the house
- The distance from the finished ground to the underside of the floor joists does not exceed 23½"

### **Approved Decking materials (for decks 24" or higher)**

- ¾" wood decking
- CWS Composite Decking
- Duradek Boards
- Brite Composite Decking
- Nexwood Composite Decking
- Trex Wood-Polymer Composite Decking
- Eon Composite Decking System
- Baleboard Poly Decking
- FORMADECK Vinyl Deck Boards
- NCP Euroboard, Enviroboard, Northern Life Decking
- Gorilla Deck PVC Deck Boards

## **Where to apply for a building permit**

For properties located within the Town of Aylmer boundaries, please make application to:  
Town of Aylmer Municipal Office, 46 Talbot St. W. Town Hall hours are Monday to Friday from 8:30 a.m. to 4:30 p.m. Application forms are available online at [www.aylmer.ca](http://www.aylmer.ca) under Planning and Building.

## **Cost of Building Permit**

The cost of the permit is \$250.00. We accept cash, cheque and debit as methods of payment. This includes the review of drawings, the building permit and building inspections

## **Time Frame**

Permit issuance happens within a maximum of 10 business days once a complete permit application is made and the permit is reviewed.

## **Required Building Inspections**

Building inspections are available Monday through Friday between 8:30 a.m. and 4:30 p.m.

\*Please Book in Advance

- 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

## **Important Numbers to Know**

- ON1CALL - Ontario One Call (natural gas, sewer/water lines, hydro) 1-800-400-2255 or directly to:
  - EARTH Power (hydro) 1-877-850-3128
  - Eastlink (telephone internet/cable) 1-888-345-1111
  - EPCOR (gas) 519-773-5321
  - Town of Aylmer (water/sewer) 519-773-4949

Any Questions?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_