



## BUILDING PERMIT CHECKLIST DECKS

1. Apply for Zoning Confirmation - Contact Planning Services for information regarding setback.
2. Confirm with Planning Services if any applicable law permits are required  
I.E. Conservation Authority, MTO, County

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Description		Required	Submission Status	Comments
Applicable Law	Zoning Confirmation / Approval	✓		
	Conservation Authority			If applicable
	Ministry of Transportation (MTO)			If applicable
Forms	Building Permit Application	✓		
	Schedule 1: Designer Information House	✓		Note: House category required for qualified designer or if plans completed by homeowner sign exemption
Plans	Site Plan (including septic location)	✓		
	Deck Framing Plan	✓		
	Exterior Elevations	✓		
	Cross Section - including guards	✓		
Other	Letter of Agent			if not owner
	Permit Fee	✓		

2 copies of plans required

### **Decks and Septic Systems**

1. Deck may not be constructed on septic leaching beds
2. If a deck is constructed over a septic tank, there shall be sufficient room for ventilation and access to service tank.
3. Setbacks from deck pier to septic tank is to be 1.5m as per OBC.  
If closer, the deck pier may be 1m away from tank provided the depth is the same as tank.
4. Setbacks from deck pier to a leaching bed is to be 2.5m to edge of bed.