



# Deck

## Building Permit Information Guide

Revised January 2026

Building Division  
18 Manitou Crescent West  
Amherstview, ON

Mail To:  
P.O. Box 70  
263 Main St.  
Odessa, ON K0H 2H0

613-386-7351 | [www.loyalist.ca](http://www.loyalist.ca)

### Office Hours

September through April  
Mon – Fri 8:30 am – 4:30 pm

May through August  
Mon – Thu 8:15 am -4:30 pm  
Fri 8:15 am – 12:15 pm

# Building Permit Information Guide for Decks

## Permit Requirements

The Ontario Building Code Act requires a permit to be obtained prior to constructing a deck if any of the following situations occur:

- The deck is attached to any structure, including a house, regardless of the height above grade or the area of the deck,
- The proposed detached deck will occupy an area greater than 10m<sup>2</sup> (107 ft<sup>2</sup>) or;
- The deck serves an entrance/exit.

All detached decks must be a minimum of 2m away from a structure as per the Township's Zoning By-law. The closest part of any deck must be a minimum of 1.5m from any septic tank and 5m from any septic bed.

## How to Apply

- Conveniently apply through the Township's web portal online. Apply for permits, check the status of applications and inspections, and estimate permit fees - all from the comfort of home. - [www.cityviewcanada.harriscomputer.com/loyalistportal](http://www.cityviewcanada.harriscomputer.com/loyalistportal)
- Apply in person at 18 Manitou Cr. W., Amherstview. Office hours are September through April Monday to Friday, 8:30 am to 4:30 pm and May through August Monday to Thursday, 8:15 am to 4:30 pm, Friday 8:15 am to 12:15 pm.

## Required Information

Please see the next page for a comprehensive list of required items. Providing a complete application submission allows for timely reviews and approvals.

## What's Next?

Complete applications will be reviewed within 10 business days. A Building Inspector will contact the applicant once the review is complete. A correction notice will be issued if any deficiencies are noted. Permit fees are payable upon application approval.

If an application is deemed incomplete, applicants will be notified via email. The application will be placed on hold until all outstanding items are received. Applications that remain inactive for 90 days may be cancelled.

## Fee Payments

A \$100 non-refundable deposit is collected when the permit is applied for. All other fees will be calculated during the review process and collected upon application approval. Fees are payable by cheque or debit at the Amherstview office.

The Building permit fee is calculated at \$18.73 per \$1,000 of construction value.

## How Long is a Permit Valid For?

Building permits are valid for one year from the date of issuance, however construction must commence within 6 months from date of issuance.

## Questions

If you have any questions about the permit application process, please don't hesitate to contact Ashley Watson, Development Analyst, at 613-386-7351, ext. 128, or [awatson@loyalist.ca](mailto:awatson@loyalist.ca).

## Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email [info@loyalist.ca](mailto:info@loyalist.ca).

## Building Permit Application Checklist for Decks

Items required for a complete building permit application submission:

- ☐ Building permit application
- ☐ Schedule 1: Designer Information form
- ☐ \$100 Deposit (payable by cheque or debit at 18 Manitou Cr. W., Amherstview)
- ☐ Copy of Deed/Land Transfer (copies may be obtained online at [www.onland.ca](http://www.onland.ca))
- ☐ Agent Authorization form (required if the property owner is not submitting the application)
- ☐ Approvals from other agencies as required
- ☐ Site plan indicating the following:
  - Property address
  - Dimensions and area of the property
  - Area of all existing structures on the property
  - Dimensions of deck
  - Distance from deck to all property lines, easements, right-of-ways, and other structures
  - Location of septic system and distance from deck (if applicable)
  - Location of water and sewer lines (if applicable)
  - Site plans may be hand drawn but must be clear and drawn to scale.
- ☐ Design drawings drawn to scale (min. 1/8" = 1') upon substantial material and electronic format (PDF), consisting of fully dimensioned plan view and cross-section view (sample drawings provided)
- ☐ Engineered Details for pre-manufactured guard systems and/or screw pile installations

### Drawing Requirements

- |  |   |
|--|---|
| <p>1. Plan view showing:</p> <ul style="list-style-type: none"><li>○ Deck dimensions</li><li>○ Column size, spacing and locations</li><li>○ Pier size</li><li>○ Beam size, span and location</li><li>○ Joist size, spacing and direction</li><li>○ Stair location and width</li><li>○ Ledger board size and connection details</li><li>○ Decking size and material</li><li>○ Type of material used for structure</li></ul> | <p>2. Cross section showing:</p> <ul style="list-style-type: none"><li>○ Deck height above finished grade</li><li>○ Footing/foundation size and depth below grade</li><li>○ Beam size and method of connection to column</li><li>○ Column size and method of connection to pier</li><li>○ Joist and beam cantilever distances</li><li>○ Guard/railing height and type</li></ul> |
|--|---|
3. Covered Decks
- The following information is required for covered decks in addition to the above:
- Truss layout from the manufacturer or rafter size, spacing and span if hand-framing
  - Connection detail of beam to support posts
  - Beam size and span
  - Column size, spacing and locations
  - Roof height and slope
  - Sheathing material and thickness, roofing material type

# SAMPLE SITE PLAN

PROPERTY LINES (MAY NOT BE FENCE LINES PLEASE CONFIRM ON SURVEY)

PLEASE NOTE SIZE OF ANY SHEDS ETC.

PROVIDE THE FOLLOWING DIMENTIONS

HOUSE SETBACK TO PROPERTY LINES

A \_\_\_\_\_

B \_\_\_\_\_

EDGE OF DECK OR STAIRS TO SIDE PROPERTY LINES

C \_\_\_\_\_

D \_\_\_\_\_

EDGE OF DECK OR STAIRS TO REAR PROPERTY LINE

E \_\_\_\_\_

PROPOSED DECK

EXISTING DWELLING

size: \_\_\_\_\_

STREET NO. \_\_\_\_\_

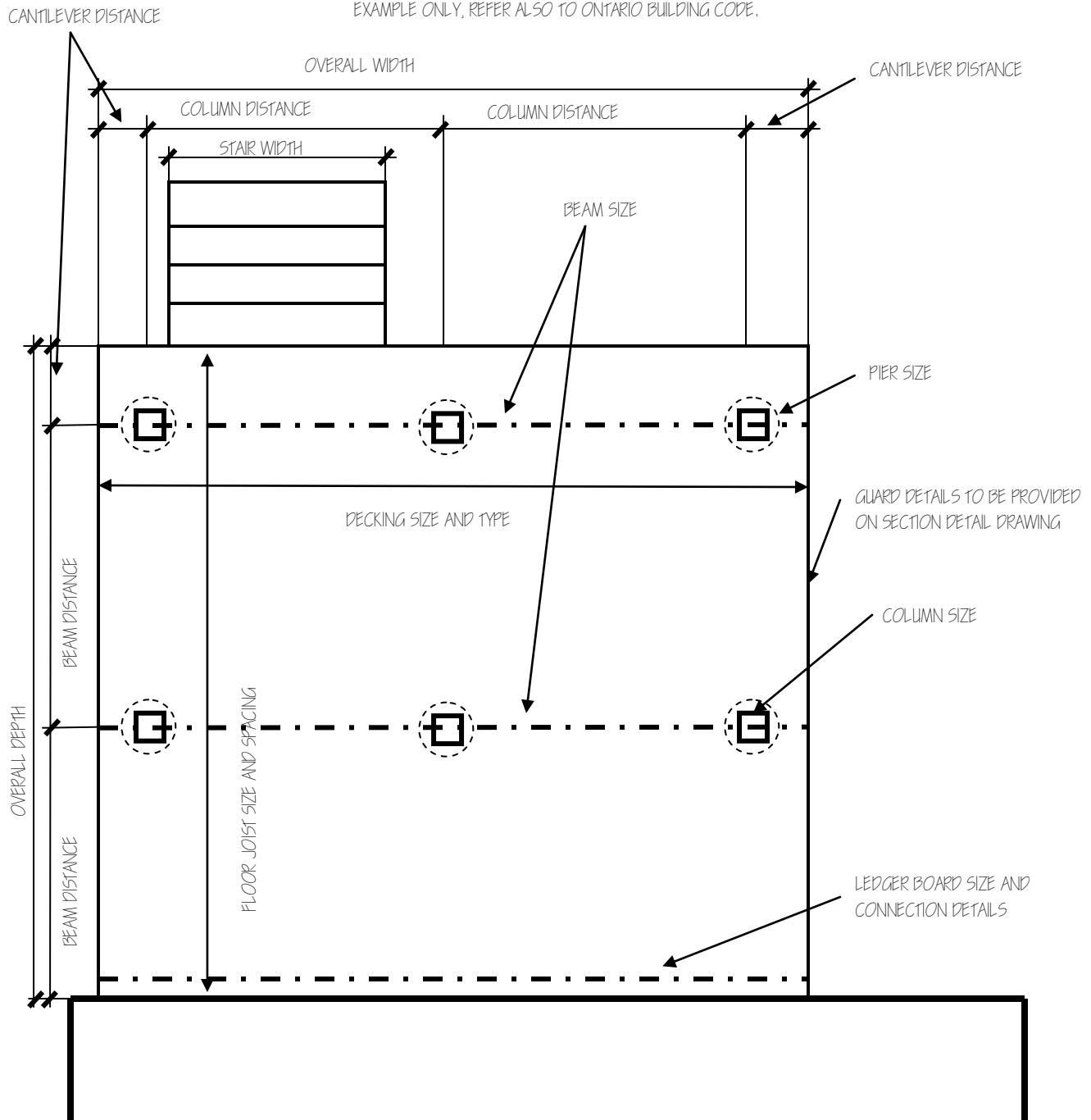
DRIVEWAY

STREET NAME \_\_\_\_\_

- REQUIRED SETBACKS ARE SET OUT IN LOYALIST TOWNSHIP ZONING BY-LAW 2001-38
- CATARAQUI REGION CONSERVATION AUTHORITY (CRCA) APPROVAL MAY BE REQUIRED DUE TO PROXIMITY TO WATER BODIES
- KINGSTON FRONTENAC LENNOX & ADDINGTON HEALTH BOARD APPROVAL MAY BE REQUIRED DUE TO PROXIMITY TO SEPTIC FIELD OR TANKS.
- PLEASE CONSIDER CONTACTING LOYALIST TOWNSHIP BUILDING DEPARTMENT FOR YOUR ZONING AND SETBACK REQUIREMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

# SAMPLE FLOOR PLAN

EXAMPLE ONLY, REFER ALSO TO ONTARIO BUILDING CODE.



- LEDGER BOARD TO BE ATTACHED TO HOUSE WITH MIN 12MM ( 1 / 2" ) CONNECTORS AT MAX 810MM ( 32" ) CENTERS
- PROVIDE OF MATERIAL USED FOR STRUCTURE \_\_\_\_\_
- PROVIDE TYPE OF MATERIAL USED FOR DECKING \_\_\_\_\_
- PROVIDE TYPE OF MATERIAL USED FOR GUARD( S ) \_\_\_\_\_

## SAMPLE SECTION

LEDGER BOARD BOLTED TO FOUNDATION  
OR RIM JOIST  
DO NOT FASTEN OVER VINYL SIDING OR  
ATTACH TO BRICK.

RAILING PICKETS TO COMPLY WITH SB7 OR  
SUPPLY ENGINEERED DESIGN

GUARD REQUIRED IF DECK  
IS 600mm (24") OR  
MORE ABOVE GRADE

900mm (36") HIGH IF  
LESS THAN 1800mm  
(5' 11") ABOVE GRADE

1070mm (42") HIGH IF  
MORE THAN 1800mm  
(5' 11") ABOVE GRADE

CANTILEVER  
MAX 400mm (16") FOR 2X8 JOISTS  
MAX 600mm (24") FOR 2X10 JOISTS  
MAX 1/6 OF JOIST SPAN

BEAM SIZE .....

BEAM SADDLE

POST SIZE MIN 150mm  
x 150mm (6" x 6")

COLUMN SADDLE

MIN 150mm (6")  
ABOVE GRADE

PIER SIZE .....

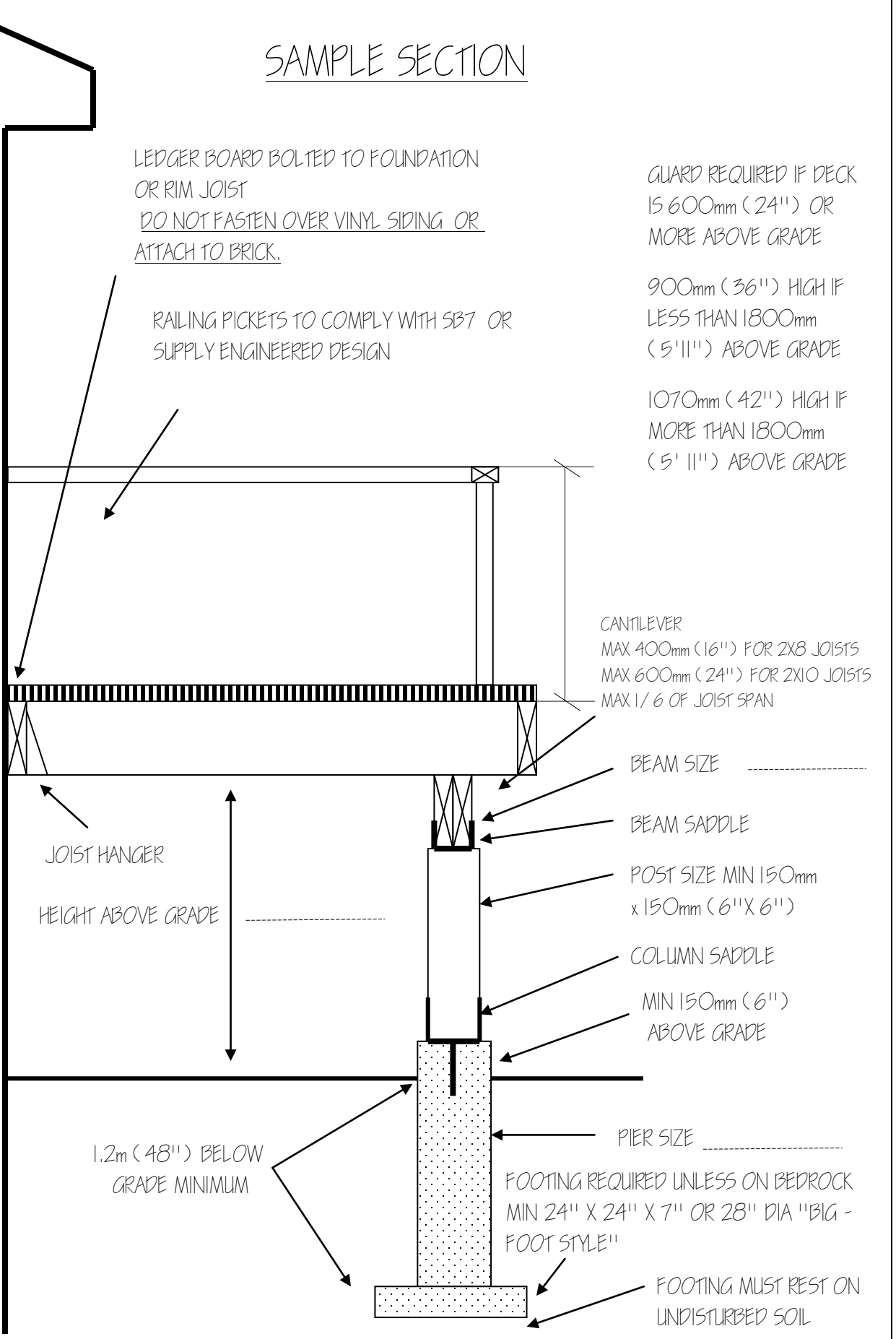
FOOTING REQUIRED UNLESS ON BEDROCK  
MIN 24" X 24" X 7" OR 28" DIA "BIG -  
FOOT STYLE"

FOOTING MUST REST ON  
UNDISTURBED SOIL

JOIST HANGER

HEIGHT ABOVE GRADE .....

1.2m (48") BELOW  
GRADE MINIMUM





# Application for a Permit to Construct or Demolish

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

**NOTE: A copy of the deed to your property is required prior to permit issuance.**

| For use by Principal Authority  |                                  |                                |                            |                    |
|---|----------------------------------|--------------------------------|----------------------------|--------------------|
| Application number:   |                                  | Permit number (if different):  |                            |                    |
| Date received:  |                                  | Roll number:                   |                            |                    |
| Application submitted to: _____<br>(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<br>(      )  | Fax<br>(      )                  | Cell number<br>(      )        |                            |                    |
| <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<br>(      )  | Fax<br>(      )                  | Cell number<br>(      )        |                            |                    |

| <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<br>(      )  |  | Fax<br>(      ) |             | Cell number<br>(      )                    |
| <b>F. Tarion Warranty Corporation (Ontario New Home Warranties 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).<br>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>  |  |                 |             |  |
| <p>I _____ declare that:</p> <p>(print name)</p> <p>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.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p>Date Signature of applicant</p>   |  |                 |             |  |

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.



## 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<br>(     )   | Fax number<br>(     )         |                                | Cell number<br>(     )   |          |
| <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>The information contained in this schedule is true to the best of my knowledge.</li> <li>I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p> |                               |                                |                          |          |

**NOTE:**

- 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.
- 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.

# Agent of Record Letter



Please complete in full if: the owner is not the applicant, or the owners wish to have an agent speak on their behalf.

If there are multiple owners, please have an Authorization letter from each owner.

**If an agent is representing the owner(s), they must complete the following:**

I, (we) \_\_\_\_\_ being the  
registered owner(s) of the property.

Hereby authorize \_\_\_\_\_ to prepare, submit and  
obtain a building permit, on my behalf, for the project at \_\_\_\_\_.

**Please check appropriate box:**

|                                    |                                  |  |                                   |
|------------------------------------|----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Construct | <input type="checkbox"/> Install | <input type="checkbox"/> Alter/ Repair | <input type="checkbox"/> Renovate |
|------------------------------------|----------------------------------|--|-----------------------------------|

Describe work:

|  |
|--|
|  |
|  |
|  |
|  |

\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Print Name of Agent

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date