



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

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 10m² (107 ft²) 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
- 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.

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.

Building Permit Application Checklist for Decks

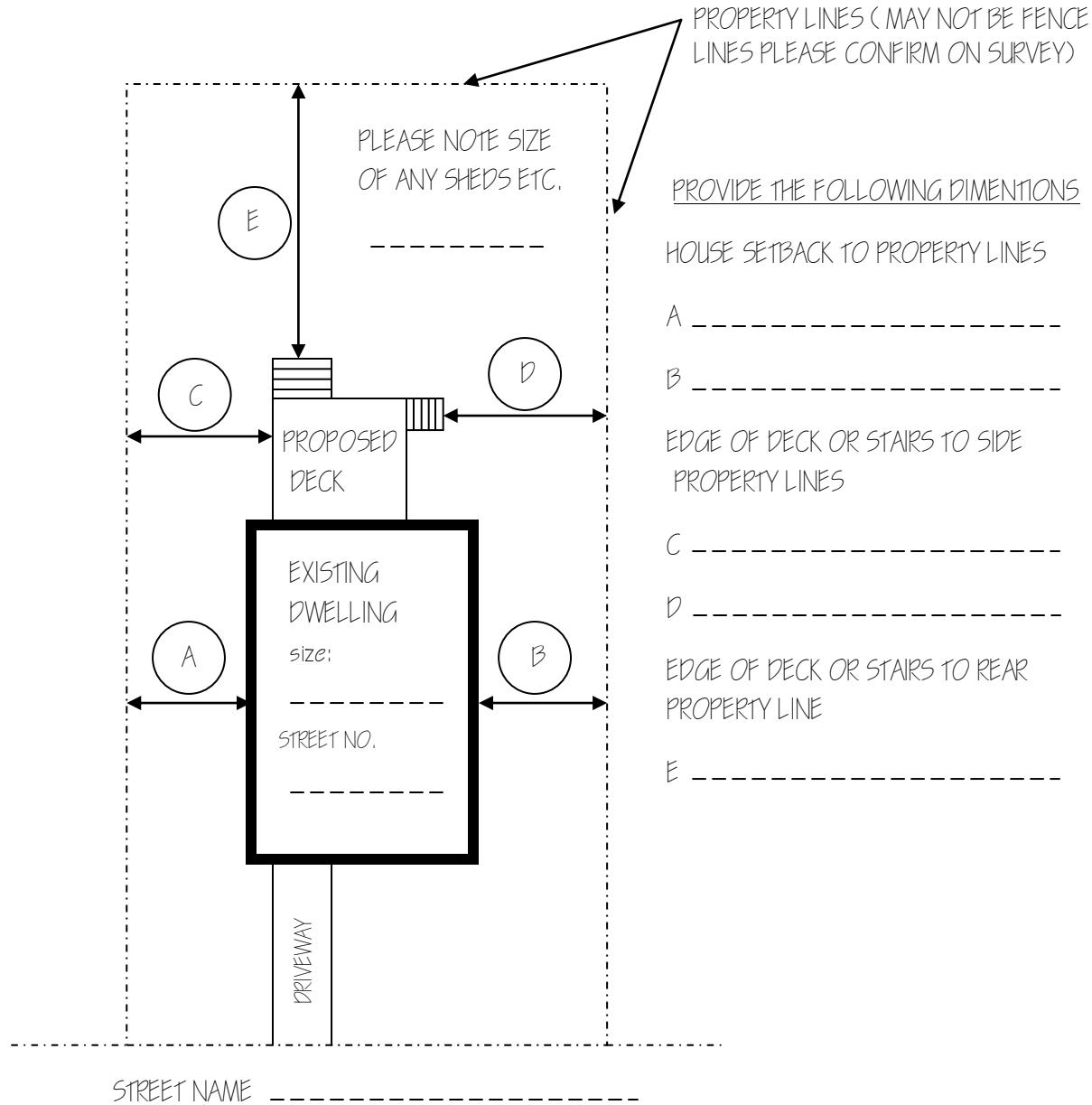
Items required for a complete building permit application submission:

- 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)
- 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

1. Plan view showing:
 - Deck dimensions
 - Column size, spacing and locations
 - Pier size
 - Beam size, span and location
 - Joist size, spacing and direction
 - Stair location and width
 - Ledger board size and connection details
 - Decking size and material
 - Type of material used for structure
2. Cross section showing:
 - Deck height above finished grade
 - Footing/foundation size and depth below grade
 - Beam size and method of connection to column
 - Column size and method of connection to pier
 - Joist and beam cantilever distances
 - Guard/railing height and type
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



- 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

CANTILEVER DISTANCE

EXAMPLE ONLY, REFER ALSO TO ONTARIO BUILDING CODE.

OVERALL WIDTH

COLUMN DISTANCE

STAIR WIDTH

COLUMN DISTANCE

CANTILEVER DISTANCE

BEAM SIZE

BEAM DISTANCE

OVERALL DEPTH

BEAM DISTANCE

DECKING SIZE AND TYPE

FLOOR JOIST SIZE AND SPACING

PIER SIZE

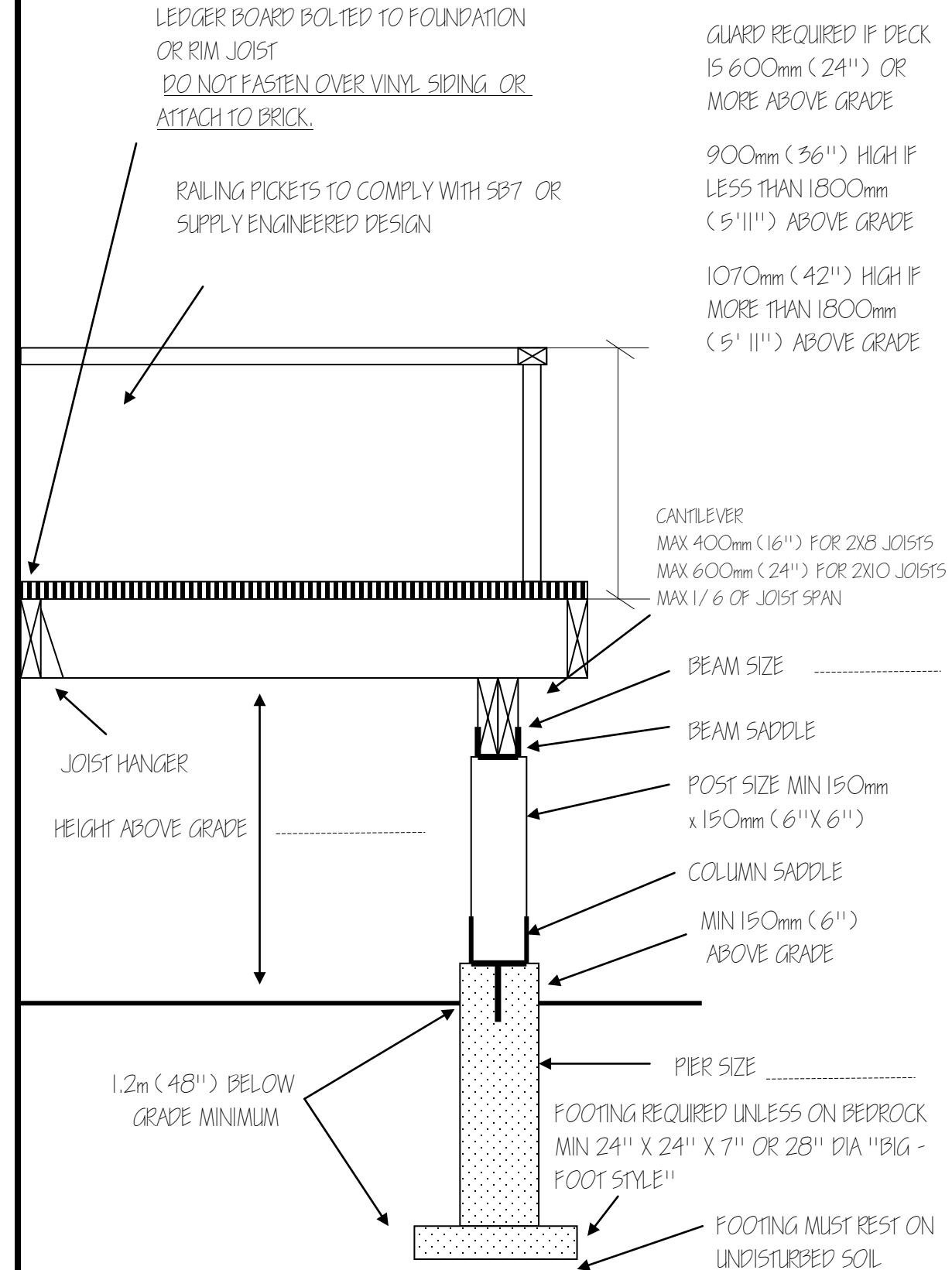
GUARD DETAILS TO BE PROVIDED
ON SECTION DETAIL DRAWING

COLUMN SIZE

LEDGER BOARD SIZE AND
CONNECTION DETAILS

- 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





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

E. Builder (optional)			
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 ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
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): _____			
G. Required Schedules			
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.			
H. Completeness and compliance with applicable law			
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
I. Declaration of applicant			
I _____ declare that: (print name)			
<ol style="list-style-type: none"> 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.

Schedule 1: Designer Information

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

A. Project Information		
Building number, street name		Unit no.
Municipality		Postal code
Plan number/ other description		
B. Individual who reviews and takes responsibility for design activities		
Name		Firm
Street address		Unit no.
Municipality		Lot/con.
Postal code		Province
Telephone number ()		Fax number ()
Cell number ()		
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]		
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		
D. Declaration of Designer		
I _____ declare that (choose one as appropriate):		
(print name)		
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.		
Individual BCIN: _____		
Firm BCIN: _____		
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.		
Individual BCIN: _____		
Basis for exemption from registration: _____		
The design work is exempt from the registration and qualification requirements of the Building Code.		
Basis for exemption from registration and qualification: _____		
I certify that:		
1. The information contained in this schedule is true to the best of my knowledge.		
2. I have submitted this application with the knowledge and consent of the firm.		
_____ Date		_____ Signature of Designer

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.

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
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Describe work:

Print Name of Owner

Print Name of Agent

Signature of Owner

Signature of Agent

Date