



DECK PERMIT
APPLICATION PROCESS

R6

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

- 1. REFER TO ‘SUBMISSION REQUIREMENTS’ - see below
- 2. PERMIT FEES – \$218.46 FLAT FEE (cash, credit card, cheque or debit accepted)

GENERAL INFORMATION

- 1. A Building Permit is required for all decks where one or more of the following applies:
 - The deck is attached to a building (i.e. the house)
 - The deck is more than 600 mm (2 ft.) above average grade, or
 - The deck is greater than 10 m² (108 ft²) in area
- 2. Decks are subject to Zoning By-laws with respect to setback requirements. It is advisable for owners or their agent to check with a Zoning Examiner before deciding on the overall size & or location of the deck.
- 3. The Ontario Building Code does not allow the attachment of decks to brick veneer. Details other than an attachment to brick veneer must be submitted with the permit application.

CONTACT INFORMATION

Richmond Hill

- Building Division, 3rd floor - ☎ 905-771-8810 - ✉ building@richmondhill.ca (General permit inquiries)
- Development Planning, 4th floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (Site plan approvals & Design Control)
- Policy Planning, 3rd floor - ☎ 905-771-8910 - ✉ planning@richmondhill.ca (Heritage Richmond Hill)
- Development Engineering, 4th floor - ☎ 905-771-8830 - ✉ planning@richmondhill.ca (Site alteration permits ‘Grading’)
- Policy Planning, 3rd floor - ☎ 905-771-8870 - ✉ planning@richmondhill.ca (Permit to injure or destroy tree(s))

Other Agencies

- C.N.R. - ☎ 1-888-888-5909
- T.R.C.A. - ☎ 416-661-6600 - ✉ yorkplan@trca.ca

Submission Requirements:		
All drawings shall be to scale no smaller than 3/16" = 1'-0", dimensioned & provide sufficient information that describes the extent of proposed work		
	PRE APPROVALS where applicable	
	Executed Site Plan Agreement or amendment (Where applicable) - Development Planning	Outstanding
	Heritage Richmond Hill (for designated properties) - Policy Planning	Outstanding
	T.R.C.A. (for properties within regulated area)	Outstanding
	REQUIRED DRAWINGS (2 COPIES; 1 COPY IF DIGITAL ONLINE SUBMISSION)	
	Current property Site plan or survey showing the proposed deck & the proposed setbacks (dimensions from the deck to side & rear property lines)	Outstanding
	Plan view of the deck showing where the deck connects to the building (i.e. house)	Outstanding
	Section of the deck showing heights & connection details	Outstanding
	Drawings shall indicate the following:	
	Type of materials to be used to construct the deck (i.e. type of wood)	Outstanding
	Height of deck above average grade	Outstanding
	Joist - size, spacing & direction	Outstanding
	Beams - size, spacing & direction	Outstanding
	Foundation - size, spacing (minimum depth 1200 mm / 4 ft. below grade & to undisturbed soil)	Outstanding
	Columns - size & spacing	Outstanding
	Connection to the house • The Building Code does not permit a deck to be connected to brick veneer - the load must be transferred to the foundation wall (see note 3 in General Information)	Outstanding
	Guard / rails - height, spacing, connection details & type (Plastic guards are not permitted unless approved by CCMC)	Outstanding
	Stairs - connection details & stringers size & spacing	Outstanding
	FEES – Permit fees as per By-Law 19-24 see above	
	DESIGNER INFORMATION - attached Ministry of Municipal Affairs & Housing forms to be completed	
	Designer information on all drawings & documents	Outstanding
	Schedule 1- BCIN# & statement of responsibility for design, Architect or Professional Engineer stamp where applicable	Outstanding
	Note: The drawing may be prepared by the home owner or by any one of the above mentioned qualified designers	

Legend: ☐ x Not applicable ☒ Received ☐ Outstanding