

Building Permit Requirements

Decks

The following information is required at submission. Complete submissions can be processed within 10 business days. It is advisable to review the Zoning By-law to determine size restrictions for your property prior to application. If lot grading has not been certified, permission may be required from the grading consultant.

Building Permit Application Package

1. **Completed building permit application** consisting of:
 - "Schedule 1: Designer Information"
 - "Owner's Authorization for Agent to Make an Application", if applicable
 - Conservation Authority Approval, if applicable
2. **One (1) copy** (.pdf format) of plans and specifications drawn to scale which must include:
 - **Site Plan** showing:
 - Entire property with lot dimensions
 - The location, dimensions and setbacks to property lines of the proposed deck
 - The dimensions and location of all existing buildings (i.e. house, shed) on the property
 - Setbacks of the proposed deck to any on-site sewage system components, if applicable
 - **Plan and Section Drawings**
 - Foundation:
 - Provide location, depth, size and spacing of piers.
 - If using helical piles, an engineered design and [Commitment to General Review](#) is required
 - Framing:
 - Provide dimensions of deck
 - Height from finished grade
 - Provide beam material, size, location, spacing, span of beams (between supports/piers) and method of attachment
 - Provide joist material size, spacing and dimensions (span of joists between supports/beams)
 - Provide flooring (decking) material size
 - Provide proposed ledger connection details (if applicable)
 - Roof over-hang design and details for a covered porch (if applicable)
 - Stair, guard, and railing detail (if applicable)
 - Number and height of risers
 - Height of proposed handrails and guards (if applicable)
 - Guard connection details (as per the 2012 Ontario Building Code, Vol. 2. Supplementary Standard SB-7)

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710



Town of Innisfil
Community Development Standards Branch
2101 Innisfil Beach Road
Innisfil, Ontario
L9S 1A1
705-436-3710

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Note: Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710

Nottawasaga Valley Conservation Authority
www.nvca.on.ca
705-424-1479

Lake Simcoe Region Conservation Authority
www.lsrca.on.ca
905-895-1281



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.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
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]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> 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:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). 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 authorization, 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.

**Owner's Authorization for
Agent to Make an Application**



**Town of Innisfil
Building Department**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710
Fax: 705-436-7120

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

(If owner is an INDIVIDUAL)

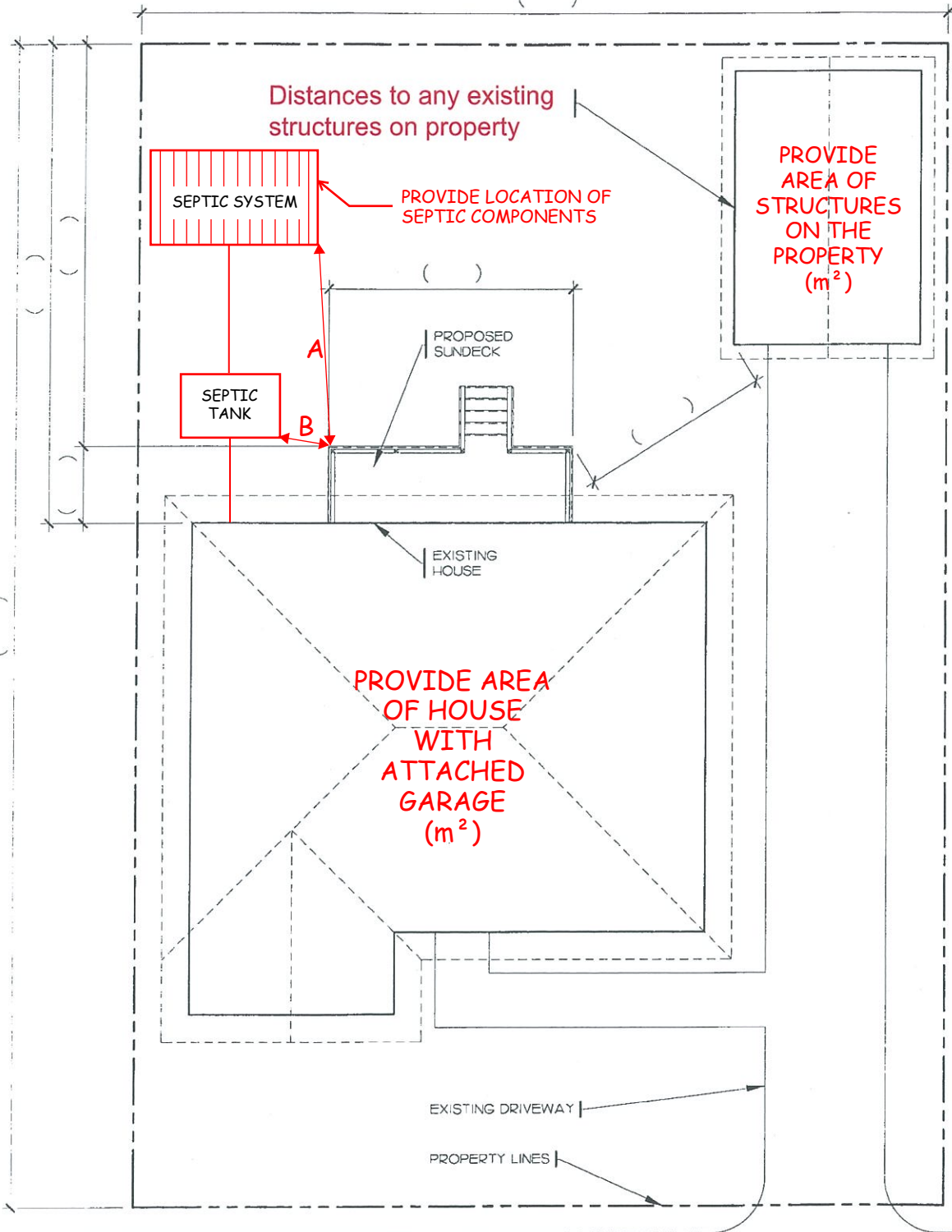
_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail

Signature of Authorizing Officer (I have authority to bind the Corporation)	

A = MIN. DISTANCE OF 5M
B = MIN. DISTANCE OF 1.5M

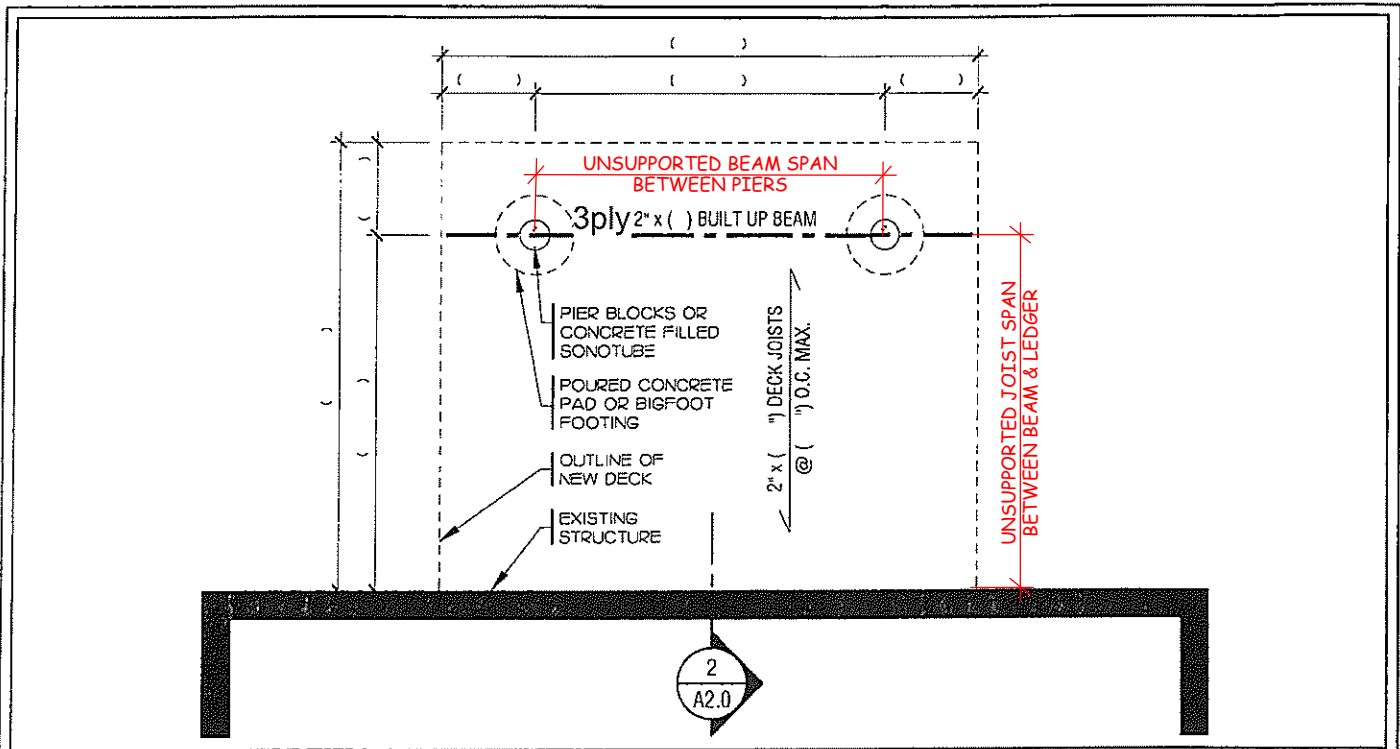


1 SITE PLAN
A1.0 SCALE 3/32" = 1'-0"

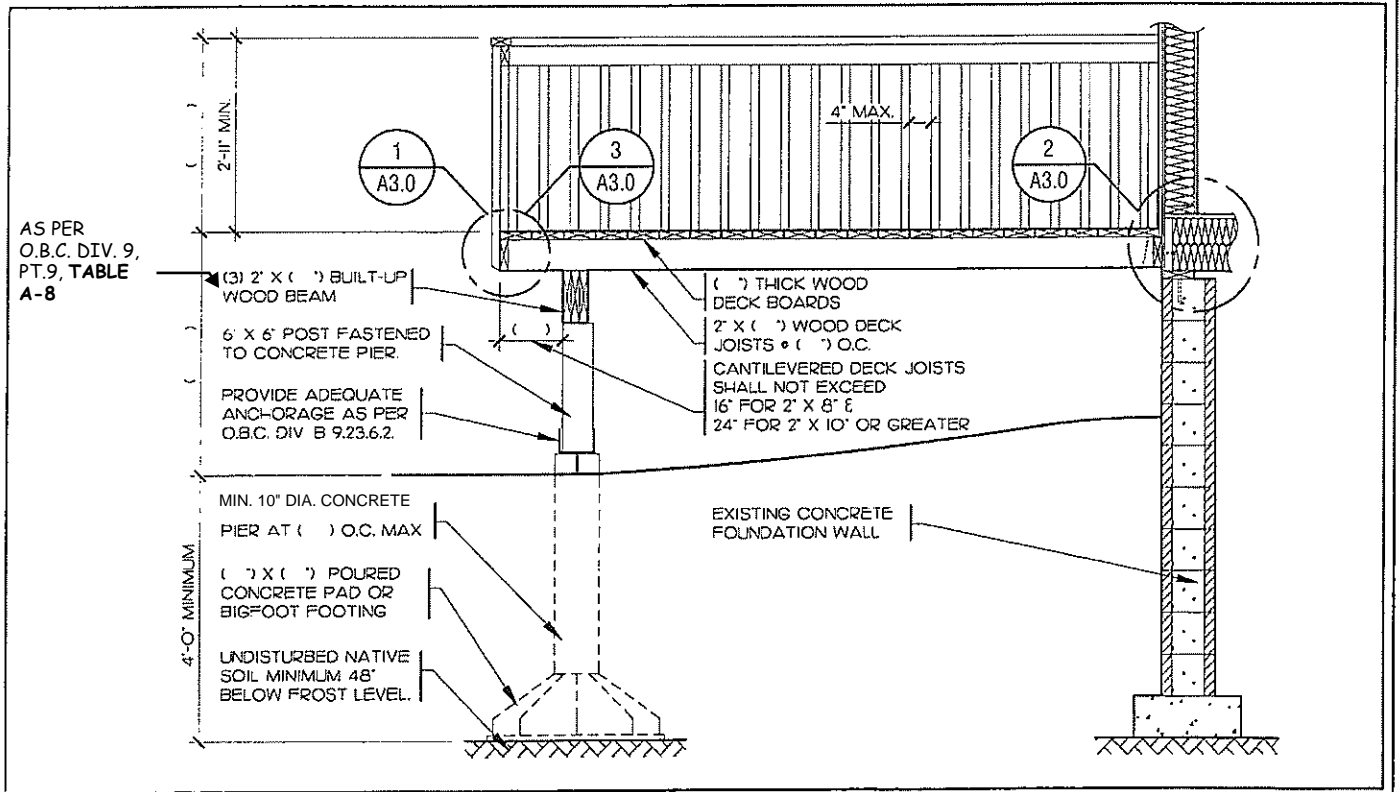
SAMPLE SITE PLAN
FOR A SUNDECK
THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN
PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION



A1.0
PAGE NUMBER



1 FOUNDATION PLAN
 A2.0 SCALE 1/4" = 1'-0"

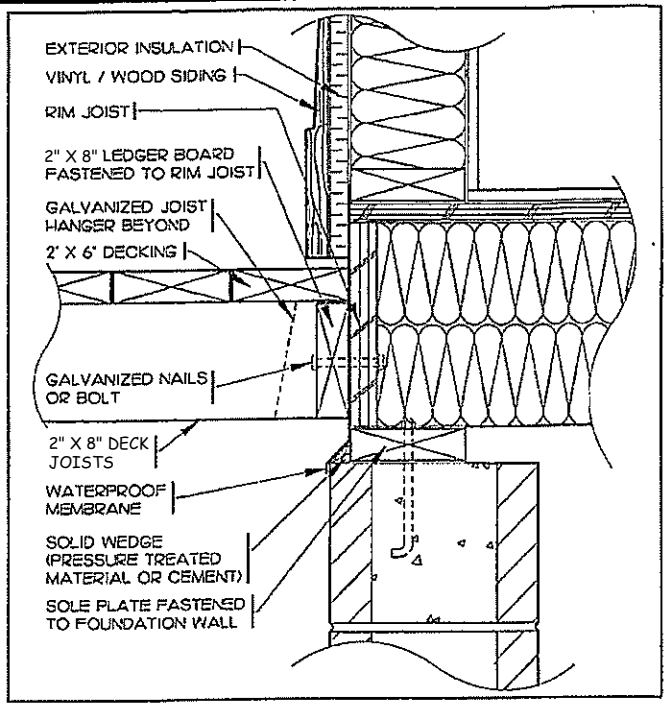
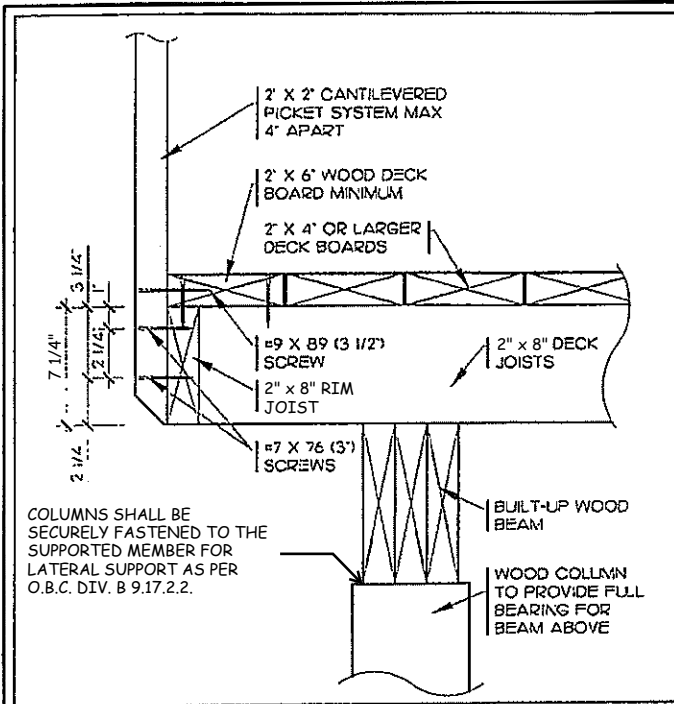


2 CROSS SECTION
 A2.0 SCALE 3/8" = 1'-0"

SAMPLE DRAWINGS FOR A SUNDECK
 THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION

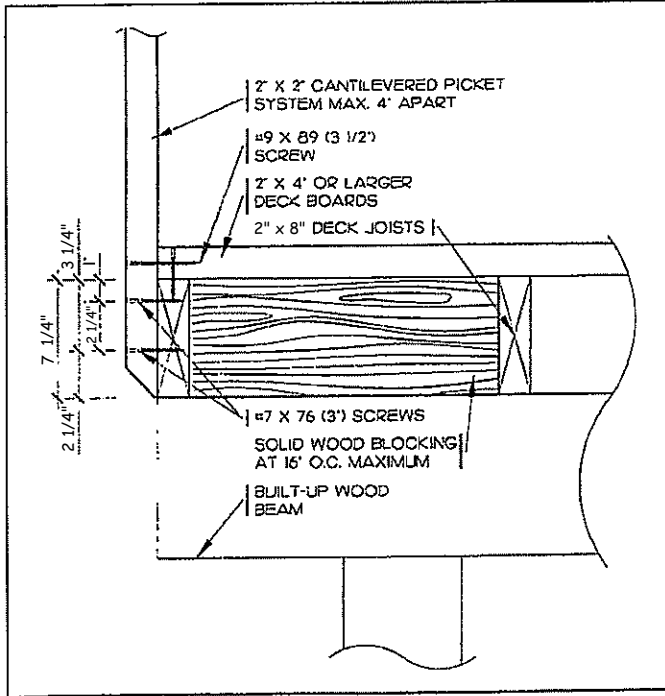


A2.0
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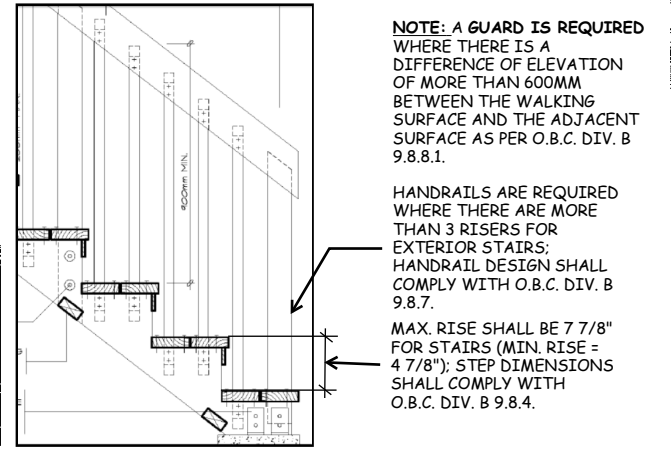
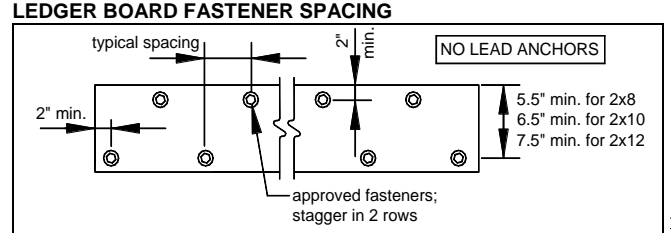


1 DETAIL ED-3 FOR 2" X 6" JOIST
A3.0 SCALE 1 1/2" = 1'-0"

2 DECK CONNECTION DETAIL (VINYL SIDING)
A3.0 SCALE 1 1/2" = 1'-0"



3 DETAIL ED-3 FOR 2" X 8" JOIST PARALLEL TO GUARD
A3.0 SCALE 1 1/2" = 1'-0"



SAMPLE DETAILS FOR A SUNDECK

THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION

SPAN TABLES FOR JOISTS, BEAMS PIERS

JOIST SPAN

Size	Spacing	Span
2 x 8	12" o/c	12'-0"
	16" o/c	11'-0"
2 x 10	12" o/c	14'-0"
	16" o/c	13'-0"
2 x 12	12" o/c	14'-0"
	16" o/c	14'-0"

Note: All lumber SPF or better - Solid blocking required if span exceeds 6'-11"

BEAM SPANS

Joist span	Pier spacing				
	6'-0"	8'-0"	10'-0"	12'-0"	14'-0"
6'-0"	3 ply 2x8	3 ply 2x8	3 ply 2x8	3 ply 2x10	3 ply 2x12 4 ply 2x10
8'-0"	3 ply 2x8	3 ply 2x8	3 ply 2x8	3 ply 2x10	3 ply 2x12 4 ply 2x10
10'-0"	3 ply 2x8	3 ply 2x8	3 ply 2x8	3 ply 2x10	3 ply 2x12 4ply 2x10
12'-0"	3 ply 2x8	3 ply 2x8	3 ply 2x10 4 ply 2x8	3 ply 2x10	3 ply 2x12 4ply 2x10
14'-0"	3 ply 2x8	3 ply 2x10	3 ply 2x10 4 ply 2x8	3 ply 2x12 4ply 2x10	3 ply 2x12 4ply 2x10

PIER SIZES (Diameter in inches)

	Pier Spacing				
	6'-0"	8'-0"	10'-0"	12'-0"	14'-0"
6'-0"	8"	8"	10"	10"	*
8'-0"	8"	10"	10"	12"	*
10'-0"	10"	10"	12"	12"	*
12'-0"	10"	12"	12"	15"	*
14'-0"	12"	12"	15"	21"	*

Note: Sleeve anchors are not permitted

DECK LEDGER TO HOUSE ATTACHMENT – LAG BOLT SPACING (SEE DIAGRAMS)

LAG BOLT SIZE	JOIST SPAN			
	Up to 6'-0" (1.8m)	8'-0" (2.4m)	10'-0" (3.0m)	12'-0" (3.6m)
1/2" (12.7mm)	32"o.c. (812mm)	16"o.c. (400mm)	16"o.c. (400mm)	12"o.c. (300mm)
Equivalent 16" O.C. Joist Spacing	Every Other Joist Space	Every Joist Space	Every Joist Space	Each Joist Space with Two Every Other Space
3/8" (9.5mm)	24"o.c. (610mm)	12"o.c. (300mm)	12"o.c. (300mm)	8"o.c. (200mm)
Equivalent 16" O.C. Joist Spacing	Two Every Third Joist Space	Each Joist Space with Two Every Other Space	Each Joist Space with Two Every Other Space	Two Each Joist Space Three Every Other Space

Note: Only approved fasteners shall be used for the ledger-to-house attachment; lag bolts or through-bolts with washers (see the table above for sizing and spacing)