

Building Permit Requirements

Decks

The following information is required at submission. Complete submissions can be processed within 10 business days.

Building Permit Application Package

1. **Completed building permit application** consisting of:
 - Application for a "Permit to Construct or Demolish"
 - "Schedule 1: Designer Information"
 - "Owner's Authorization for Agent to Make an Application", if applicable
 - Conservation Authority Approval, if applicable

2. **Two (2) copies** of plans and specifications drawn to scale which must include:
 - Site Plan** - showing the location and dimensions of the proposed deck on the site plan and the setbacks to the lot lines.
 - Plan and Section Drawings**
 - Foundation:
 - Provide location, depth, size and spacing of piers
 - Framing:
 - Provide dimensions of deck and height from finished grade, provide beam material, size, location, spacing and method of attachment
 - Provide joist material size, spacing and dimension (span)
 - Provide flooring (decking) material size

3. **Permit Fee:** \$350 per unit

Building Permit Issuance

1. The applicant will be contacted and informed of any action required in order for the permit to be issued.
2. Permit fees are payable upon issuance.

Permit Application Inquiries:
plansexaminer@innisfil.ca

Inspection Requests:
buildinginspections@innisfil.ca
705-436-3740 ext. 3500

Zoning Inquiries:
Customer Service
705-436-3710



For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: The Town of Innisfil, 2101 Innisfil Beach Rd, Innisfil, Ontario			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
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.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> 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 required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act, 1992, to be paid when the application is made.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant		
I _____ declare that: (print name)		
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, ON M5G 2E5 (416) 585-6666



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.

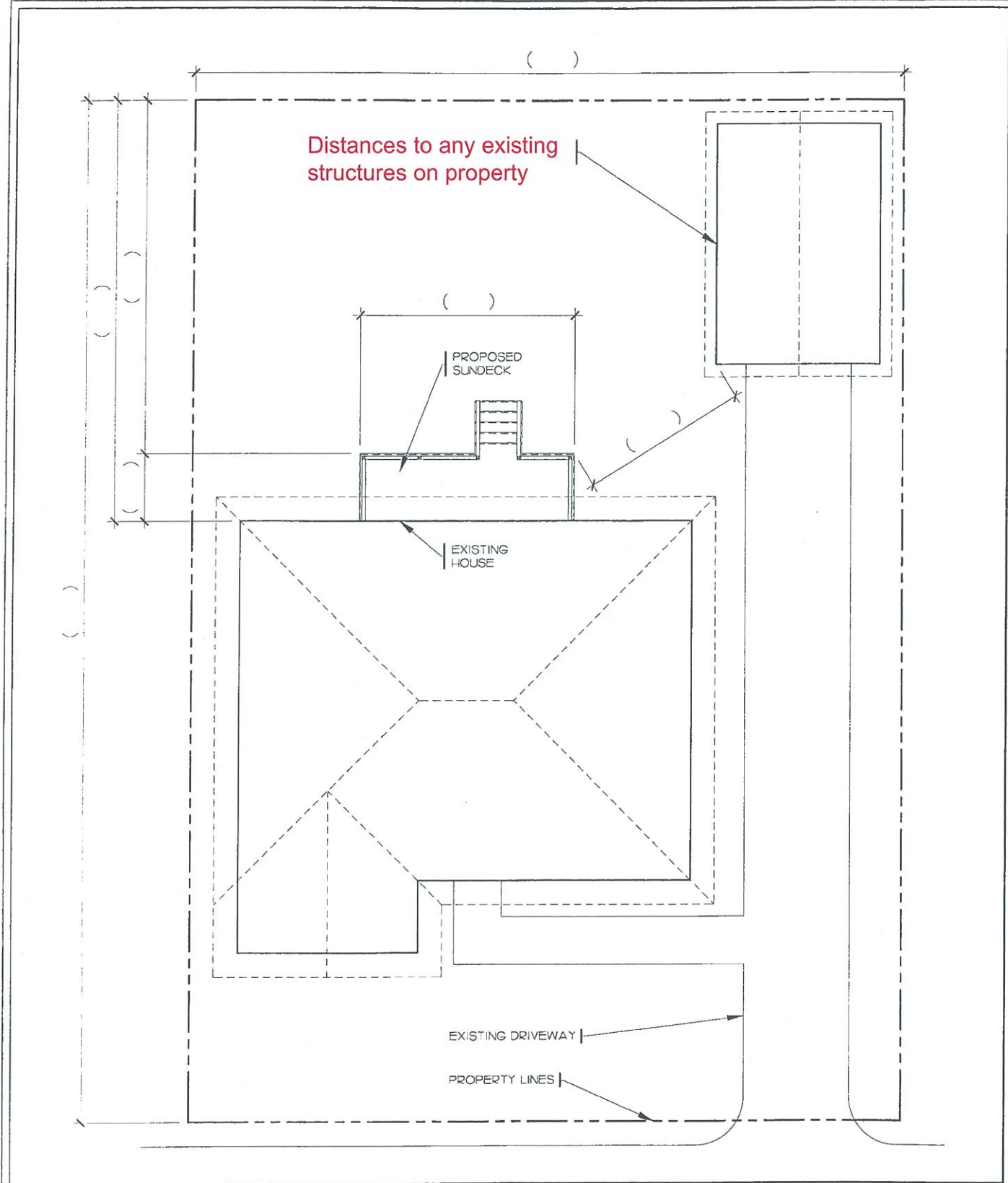
(If owner is an INDIVIDUAL)

_____	_____
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)	

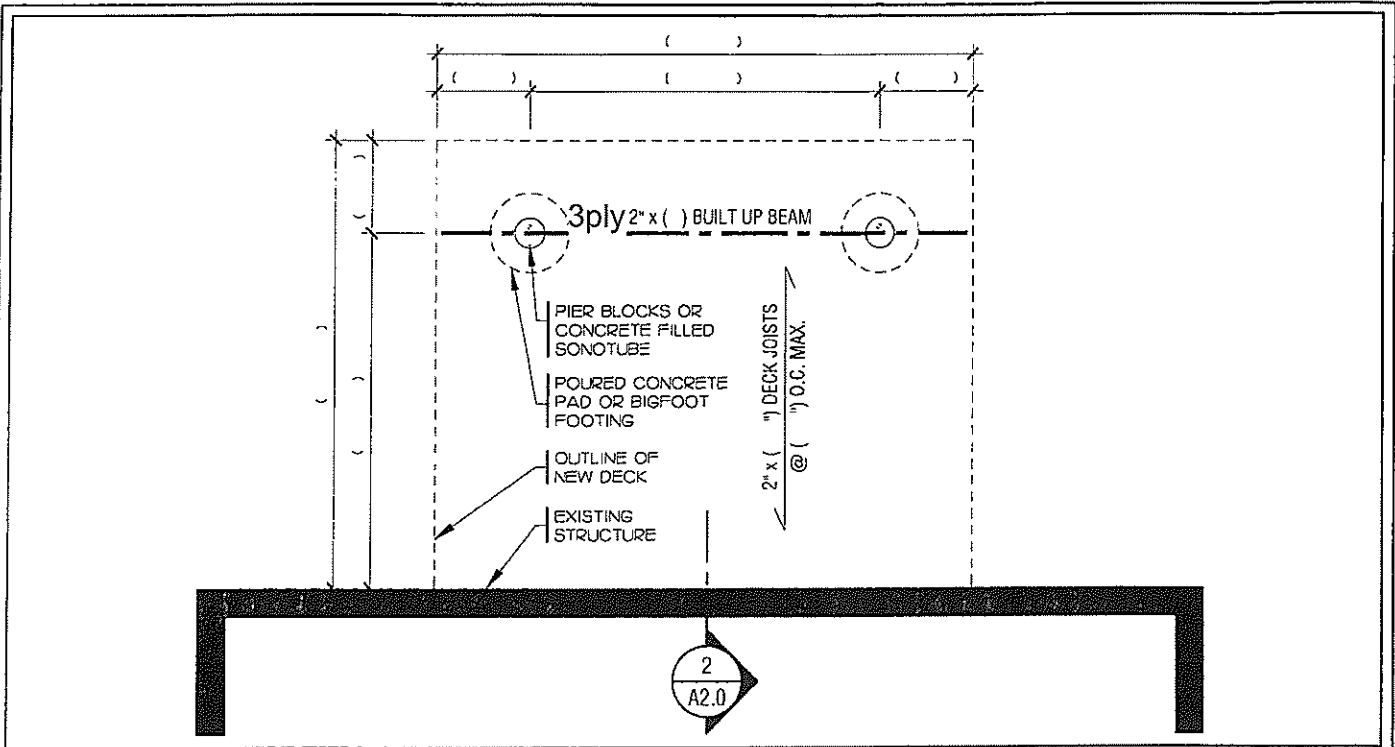


1 SITE PLAN
 A1.0 SCALE 3/32" = 1'-0"

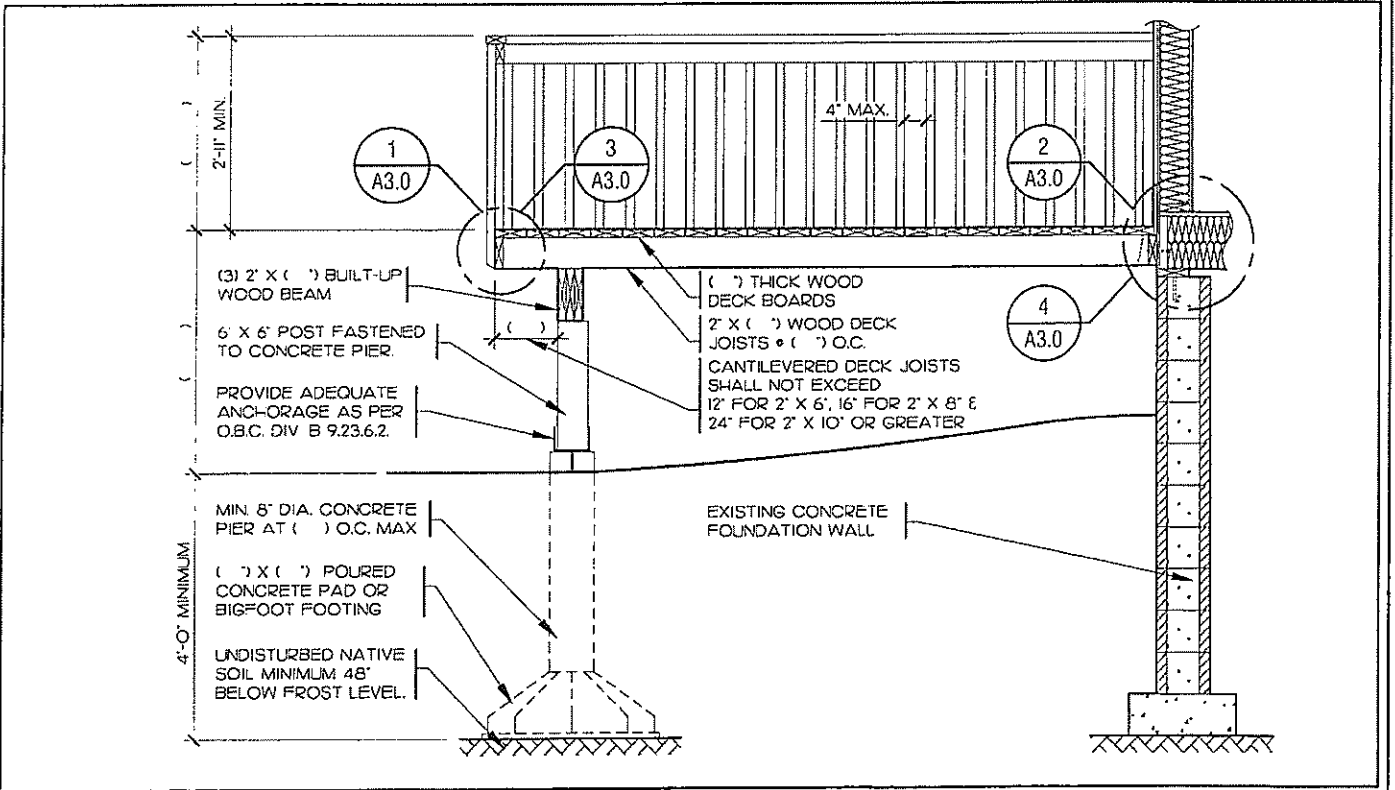
SAMPLE SITE PLAN
 FOR A SUNDECK
 THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN
 PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION



A1.0
 PAGE NUMBER



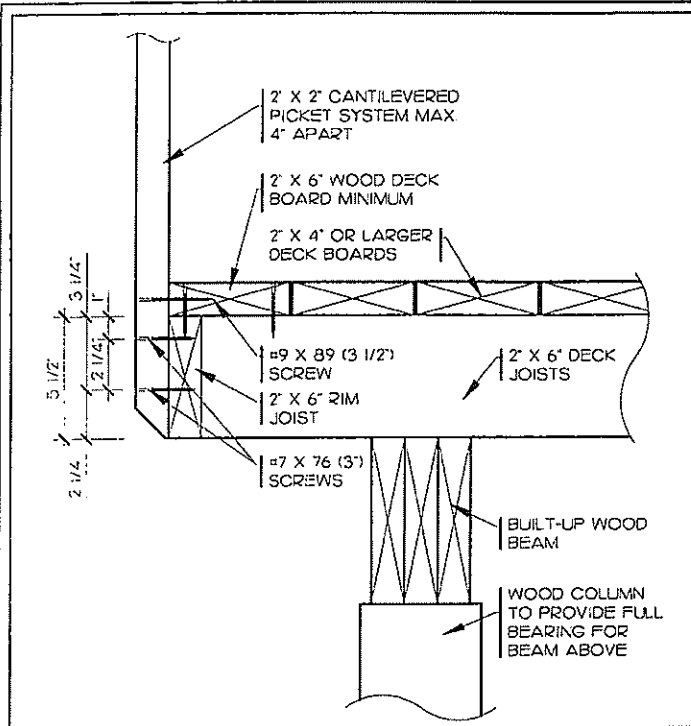
1 FOUNDATION PLAN
A2.0 SCALE 1/4" = 1'-0"



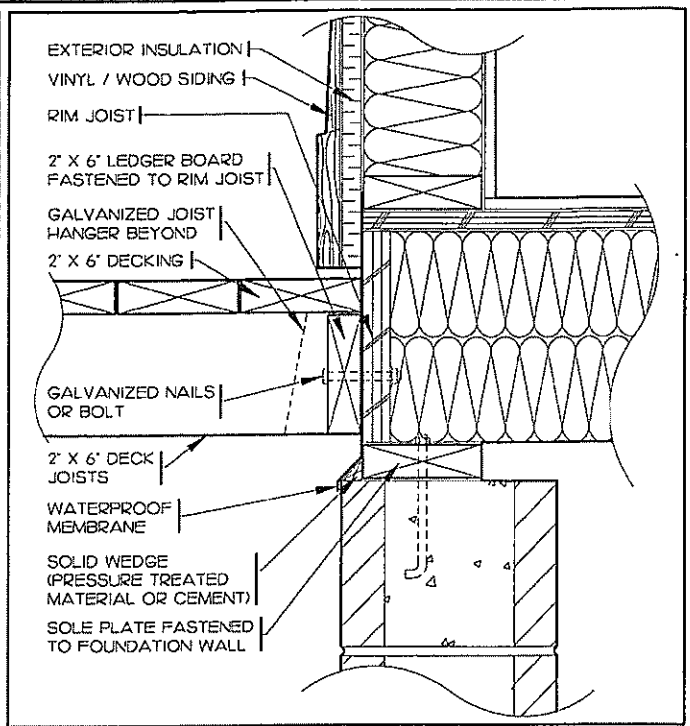
2 CROSS SECTION
A2.0 SCALE 3/8" = 1'-0"

SAMPLE DRAWINGS
FOR A SUNDECK

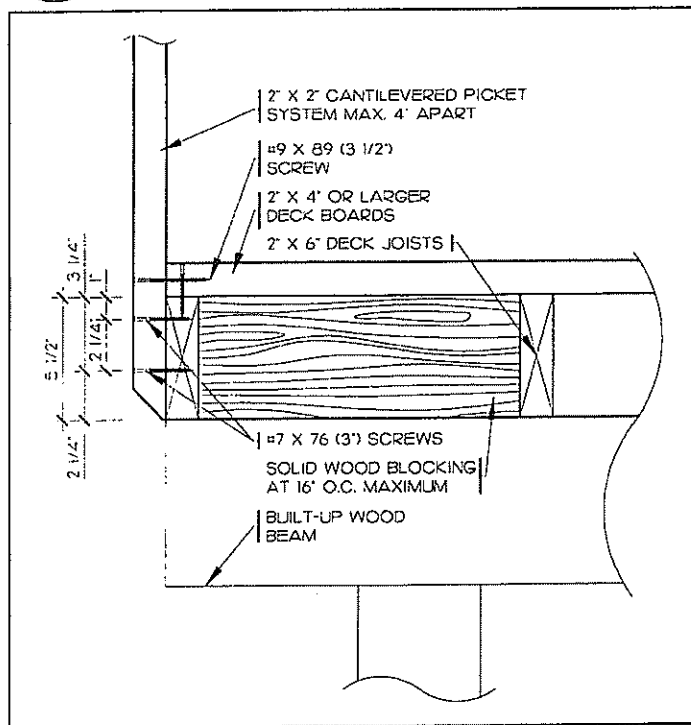
THIS SAMPLE IS INTENDED TO ASSIST THE APPLICANT IN PREPARING THEIR PLAN OF PROPOSED CONSTRUCTION



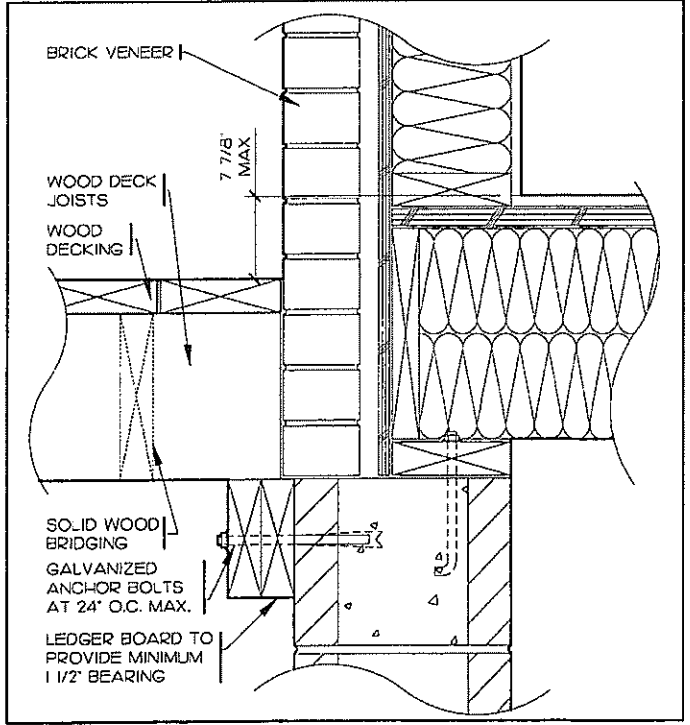
1 DETAIL ED-3 FOR 2" X 6" JOIST
A3.0 SCALE 1 1/2" = 1'-0"



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



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



4 DECK CONNECTION DETAIL (BRICK VENEER)
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



A3.0
 PAGE NUMBER