

**BUILDING PERMIT REQUIREMENTS
 DECKS / PORCHES**

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Burlington's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Provided Not Applicable Outstanding	REQUIRED DOCUMENTATION: MAXIMUM PAPER SIZE is 24"x36" (594mmx841mm) All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING
	Pre-Approvals/Documentation Approved Zoning Certificate including all approved drawings Approved Grading Certificate including all approved drawings (Only if covered)
	Application (One Copy) Completed Provincial Application for a Permit to Construct or Demolish Schedules completed to show all designer qualifications along with BCIN numbers (Plans to show designer information as per conditions set in Div.C, 3.2.4 and Div.C, 3.2.5 OBC)
	Permit Fees Permit Fee as per the service index for the classification of the work proposed and the floor area in m ² of the work involved (Fee = Service Index X Area). Refer to Building By-Law 66-2019 for Fee Schedule.
	Construction Drawings (Two Complete Sets) Site Plan (Property Survey) - Show Location and dimensions of the proposed deck in relation to existing buildings and dimensions or set backs from property line Foundation plan View - Provide location, size and spacing of piers (i.e. sono tubes) also indicate size and spacing of floor joist, and beam sizes. Cross Section / Elevations - show the connections between the house and the deck, the deck and the beam, the beam and the posts and the piers below grade and guards where required.
	Additional Documentation (Two Copies) Approved Guard System for other than SB-7 wood guards, showing engineered sealed connection details and testing report (including spindles). Ministers Ruling or BMEC Approvals for innovative materials or systems.
	Other Requirements

Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

- 1 Outstanding balance of permit fees are due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of any outstanding fees.
- 2 Permit shall be released to the owner or applicant. The building department will release permits to other parties only where written authorization has been received from the owner of the property or the applicant.

Other Contacts

- Burlington Hydro Inc. (BHI) (*distribution line locates*) (905) 332-2250
- City of Burlington, Committee of Adjustment (905) 335-7642
- City of Burlington, Planning & Building Department - Planning/Zoning Division (905) 335-7642
- Ontario One Call (*Call before you dig - Includes 360 Networks: Bell Canada, Cogeco Cable, Hydro One, Imperial Oil, Trans Canada Pipelines, Union Gas etc.*) 1 (800) 400-2255
- Ministers Ruling www.obc.mah.gov.on.ca/Page66.aspx
- BMEC (Building Materials Evaluation Commission) Approvals www.obc.mah.gov.on.ca/Page50.aspx
- CCMC (Canadian Construction Materials Centre-Canadian National Research Council) http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html