

DECKS PORCHES

Building Permit Package

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca

There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps, and provide guidance to the building permit process.



Do I need a Deck Permit?

- A permit is required for a deck or porch regardless of its size if it serves an entrance or exit from a building, is an extension of an existing deck, or a replacement of an existing deck.
- A building permit is required for a deck or porch whether attached or detached, exceeding 10 square metres (108 square feet)
- A building permit is not required for deck or porch if it is detached, under 10 square metres (108 square feet), and not serving as an entrance or exit from a building.

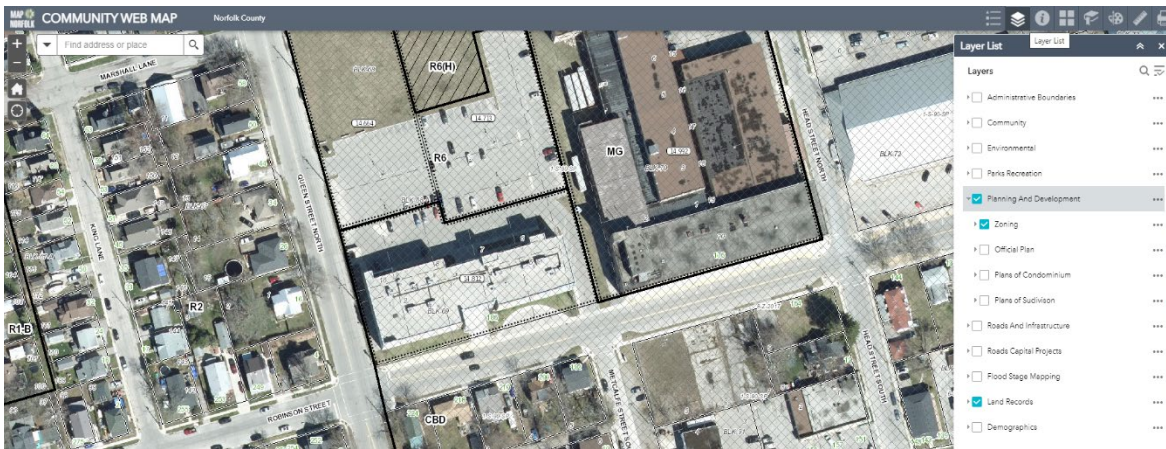
STEP 1: Applicable Law.

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

Zoning Requirements.

Finding the zoning associated with your property, is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning.



[Norfolk County Zoning Bylaw](#) is available online.

To confirm your project conforms with the Zoning By-law you will need to provide a plot plan indicating:

- Property lines and lot dimension,
- Location of building and all other structures on the lot,
- Location of all steps and landing,
- Distance from dwelling to property lines,
- Parking spots with dimensions,
- Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1842.

Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 1000.

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Zoning Requirements Overview.

A **deck or unenclosed porch** shall mean a structure at the front, side or rear of a building which may be attached or detached from the main building and which may be covered by a roof with or without supporting columns provided the deck or porch remains unenclosed by walls, windows or screening.

Setbacks for decks located just above finished grade on the floor of the first storey of the main building must comply with the setback requirements of Norfolk County Zoning By-Law 1-Z-2014(3.6)

Decks that are located above the first floor of the first storey of a building are considered balconies. For the setbacks for balconies refer to Norfolk Zoning By-Law 1-Z-2014 3.10(d)

Decks and porches are considered in lot coverage **only** when lot coverage is applicable in that specific zone. Norfolk County Zoning By-Law 1-Z-2014 (2.79)

If you are on a private septic system the following setbacks apply;

- Minimum clearance for treatment units (septic tanks) is 1.5 meters from any structure.
- Minimum clearance for distribution piping (tile bed) is 5.0 meters from any structure

Lot Grading.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law](#).

Decks built on piers without a roof are exempt from the lot grading by-law

Proposed grading plans needs to identify:

- all surface features;
- existing and proposed structures;
- changes in grade and slopes in percent between such changes; and
- include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)

STEP 2: Preparing your application.

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

As the property owner, you can complete the design yourself, or have a qualified individual with a BCIN number in House, an Architect or a Professional Engineer complete the drawings.

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the 'regulations under this act' tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

If you are unable to complete the application and provide the required documents, you should retain a qualified designer to assist you in completing the application.



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Building Permit – Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Applicant Authorization Form, if application is not completed by the property owner.
- Applicable Law Checklist and supporting documents.
- Lot Grading Form (if applicable).

Required Documents.

- Plot Plan:
 - Property lines and lot dimension,
 - Location of deck and all other structures on the lot,
 - Distance from deck to property lines,
 - Location of septic systems, tank and tile bed area.
- Lot Grading Plan (if applicable).
- Drawing of the deck including:
 - Footing and foundations,
 - deck blocks, provide manufacture specifications,
 - piers,
 - posts with footings,
 - connect to existing building,
 - helical piers, provide engineering and CCMC or BMEC report.
 - Deck framing,
 - joist sizing and spacing,
 - beam sizing and spacing,
 - post sizes and spacing,
 - height of deck from grade,
 - width and length of deck,
 - direction of decking boards, material used.
 - Guard details, decks over 23 5/8" (600mm) above grade requires a guard.
 - guard height and how guards are attached to deck,
 - wood guards and handrails to conform to OBC SB-7.
 - Location of stairs & landings.
 - Stair rise and run,
 - Dimension of stair and landings,
 - Handrail height and location.

Fees.

- Building Permit fee,
- Lot Grading Exemption fee (if applicable).

STEP 3: Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections.

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016.

Updated October 2022