



DECK

BUILDING PERMIT APPLICATION GUIDE

Issued: February 2016

Revised: N/A

Page 1 of 2

A building permit is required in the Town of Milton to build a freestanding deck greater than 10 m² (108 ft²) or any deck attached to a building. If you are unfamiliar with of the Town of Milton's permit application process/requirements please consult our website at <http://www.milton.ca/en/build/buildingpermits.asp> or contact the Planning and Development Department - Building Division at (905) 878-7252 ext. 2397. This guide explains the requirements for submitting a building permit application for a Deck in greater detail.

Zoning Requirements:

Under the Zoning By-law, the location of a deck (and any required stairs) on a property is regulated based on the property zoning and the height of the deck above grade. In addition, the installation of privacy screening on a deck is limited to maximum height of 1.5 m (4'-11") and the combined length of the privacy screen and house wall (adjacent to the deck) cannot exceed 60% of the entire deck perimeter. General Zoning By-law requirements for your property can be obtained by contacting the Zoning Department at (905) 878-7252 ext. 2329 or by checking online at: <https://www.milton.ca/en/build/zoning.asp>.

Engineering Requirements:

If your subdivision has not been assumed by the Town you will require a developer's clearance letter from the Builder to build your deck. To find out if your subdivision is assumed please contact Engineering Services at (905)878-7252 ext. 2500

Building Permit Application Requirements:

Building permit applications are broken down into 2 major requirements;

- Permit Application Forms
- Construction Drawings

Complete building permit applications are accepted in person on the 2nd floor of Town Hall at 150 Mary St. The cost of the building permit and required permit application forms can be found on the Town's website at: <http://www.milton.ca/en/build/buildingpermits.asp>. Building permit fees are payable by cash, cheque or debit at the time of application. Building permit fees include the review of drawings and all required inspections.

Permit Application Forms

1) Application for a Permit to Construct or Demolish

All sections of the form must be completed, including the full legal description (which can be found on your deed, tax assessment, survey, or is available from the public computer kiosk located on the main floor of Town Hall next to the Reception area).

2) Schedule 1 Designer Form

This form is required when someone other than an Architect or Licensed Professional Engineer is taking responsibility for the design of the Deck. This person would be either:

- the homeowner taking legal responsibility for the design, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code, or
- a registered designer with a Building Code Identification Number (BCIN) qualified in House or Small Buildings



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Construction Drawings

All drawings must be submitted in black and white, drawn to an appropriate scale (min 3/16" = 1' or metric equivalent), and clearly legible. Drawings in pencil shall be photocopied prior to submission, with the density adjusted so that all information is clear and legible. Every page of the drawings shall include the project address and the following designer information:

Homeowner design	- printed name of homeowner, signature and date
Qualified BCIN design	- printed name, individual/firm (if applicable) BCIN numbers, signature and date
Architect or Professionally Engineered design	- Architect's or Professional Engineer's seal with a signature and date

The following construction drawings are required for a Deck:

- 1) **Site Plan (Sample D-1)**
- 2) **Deck Structural/Floor Layout (Sample D-2)**
- 3) **Deck Section & Details (Sample D-3)**

Refer to the enclosed sample drawings for specific drawing requirements, including the number of copies of each drawing required. Sample D-4 includes acceptable deck footings options as well as tables for sizing footings, joists and beams. Where steel helical pier/piles are used additional drawings and documentation is required (see Sample D-4). Deck design printouts from large box stores are not acceptable construction drawings, and must be redrawn to meet the requirements shown in the sample deck construction drawings.

If any proposed guard components (post, top/bottom rail, baluster, etc.) are not wood, the drawings must include connection/construction details stamped by a Professional Engineer Licensed to practice in Ontario. These details are typically available from supplier or manufacturer's websites. In addition, any privacy screen (wood or other material) that also serves as guard must be designed by a Professional Engineer.

Inspection Requirements:

Typical Deck inspections can include (depending on the scope of work):

- Footing
- Framing
- Final Building

Inspections are booked by calling the Building Division at (905) 878-7252 ext. 2396 or by emailing in the Inspection Request Form available on our website at <http://www.milton.ca/en/build/buildinginspections.asp>.

SAMPLE DRAWINGS



**TOWN OF MILTON
BUILDING DIVISION**
150 MARY ST
MILTON ON L9T 6Z5
(905) 878-7253 EXT. 2397

BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
SITE PLAN

NUMBER OF COPIES REQUIRED:
2 (5 WHEN SUBDIVISION IS NOT ASSUMED)

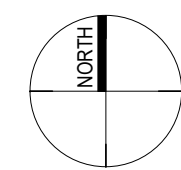
DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):
STRUCTURES:
- HOUSE (INCLUDING PORCH & EXTERIOR STAIRS)
- ACCESSORY BUILDINGS (SHED/GARAGE)
- DECK
- POOL

HARD LANDSCAPED SURFACES:
- DRIVEWAY
- WALKWAYS/PATIOS

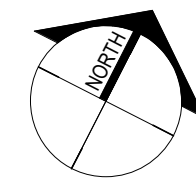
SETBACKS:
- DECK TO PROPERTY LINES
- REAR WALL OF HOUSE TO REAR PROPERTY LINE

DIMENSIONS:
- DECK

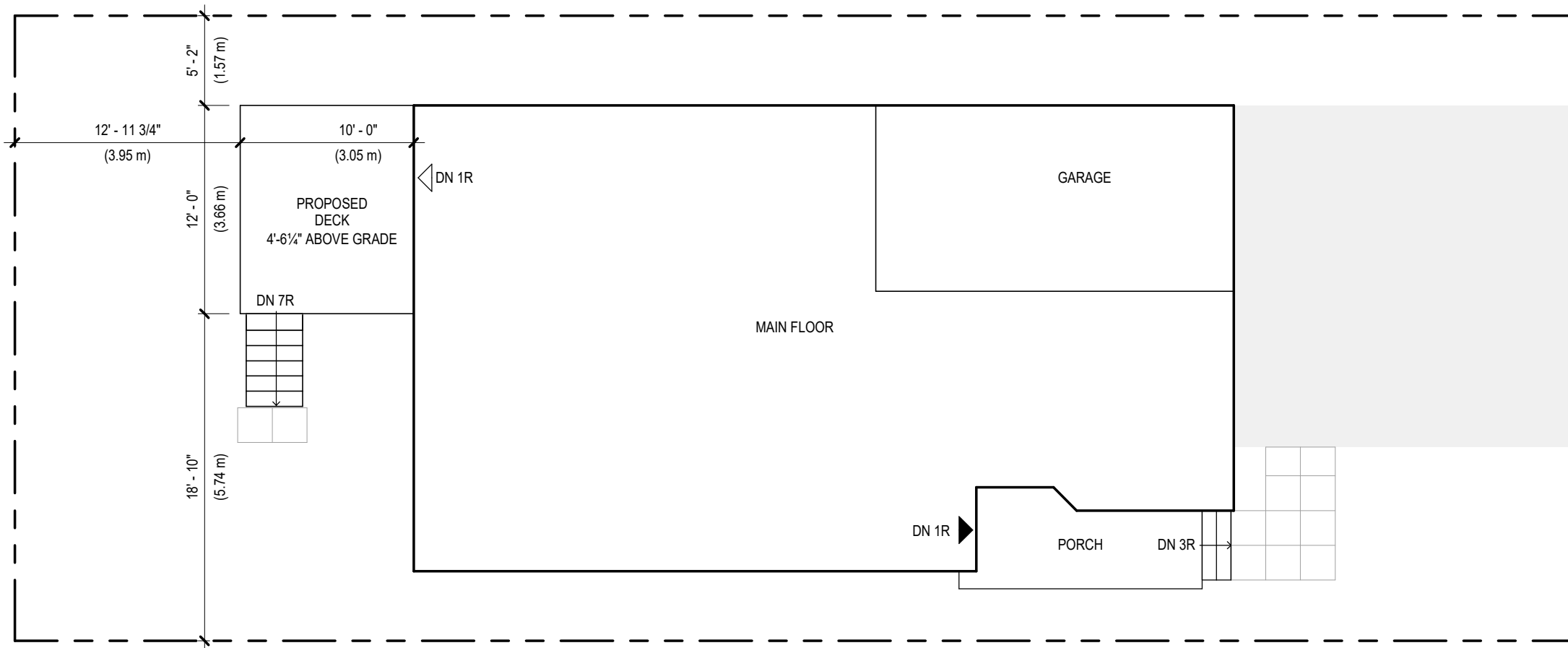
GENERAL/OTHER NOTES:
- DECK HEIGHT ABOVE GRADE (AT LOWEST POINT OF GRADE)
- LEGEND OF LINE TYPES, SYMBOLS, AND HATCHING USED



PROJECT



TRUE



1 SITE PLAN
D-1 1/8" = 1'-0"

NOTE

THE ITEMS ON THIS DRAWING, INCLUDING DIMENSIONS, ARE BEING PROVIDED TO SHOW THE DRAWING REQUIREMENTS FOR THE SITE PLAN ONLY. THEY DO NOT NECESSARILY REFLECT THE ACTUAL TOWN OF MILTON ZONING BY-LAW REQUIREMENTS FOR YOUR SPECIFIC PROPERTY. FOR SPECIFIC ZONING BY-LAW REQUIREMENTS FOR YOUR PROJECT CONTACT THE TOWN OF MILTON ZONING DEPARTMENT DIRECTLY AT (905)878-7252 EXT. 2329

LEGEND

- PROPERTY LINE
- 24" x 24" CONCRETE PATIO STONE WALKWAY

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17" SHEET NO.

DATE: JANUARY 2016

SCALE: AS INDICATED

D-1

SAMPLE DRAWINGS



**TOWN OF MILTON
BUILDING DIVISION**

150 MARY ST
MILTON ON L9T 6Z5
(905) 878-7253 EXT. 2397

BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
**DECK STRUCTURAL PLAN &
DECK FLOOR PLAN**

NUMBER OF COPIES REQUIRED:
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

DECK STRUCTURAL PLAN:

- FOOTING LOCATION AND SIZE
- SUPPORT POST LOCATION AND SIZE
- BEAM SPAN AND SIZE
- JOIST SPAN, SIZE AND SPACING
- LEDGER SIZE AND ATTACHEMENT

DIMENSIONS FOR:

- JOIST/BEAM SPANS AND CANTILEVERS
- FOOTING SPACING
- OVERALL DECK

DECK FLOOR PLAN:

- SIZE AND SPAN DIRECTION OF DECK BOARDS
- GUARD POST LOCATION AND SIZE

DIMENSIONS FOR:

- GUARD POST SPACING
- STAIR WIDTH

GENERAL/OTHER NOTES:

- LEGEND OF LINE TYPES, SYMBOLS, AND HATCHING USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET
ADDRESS: MILTON, ONTARIO

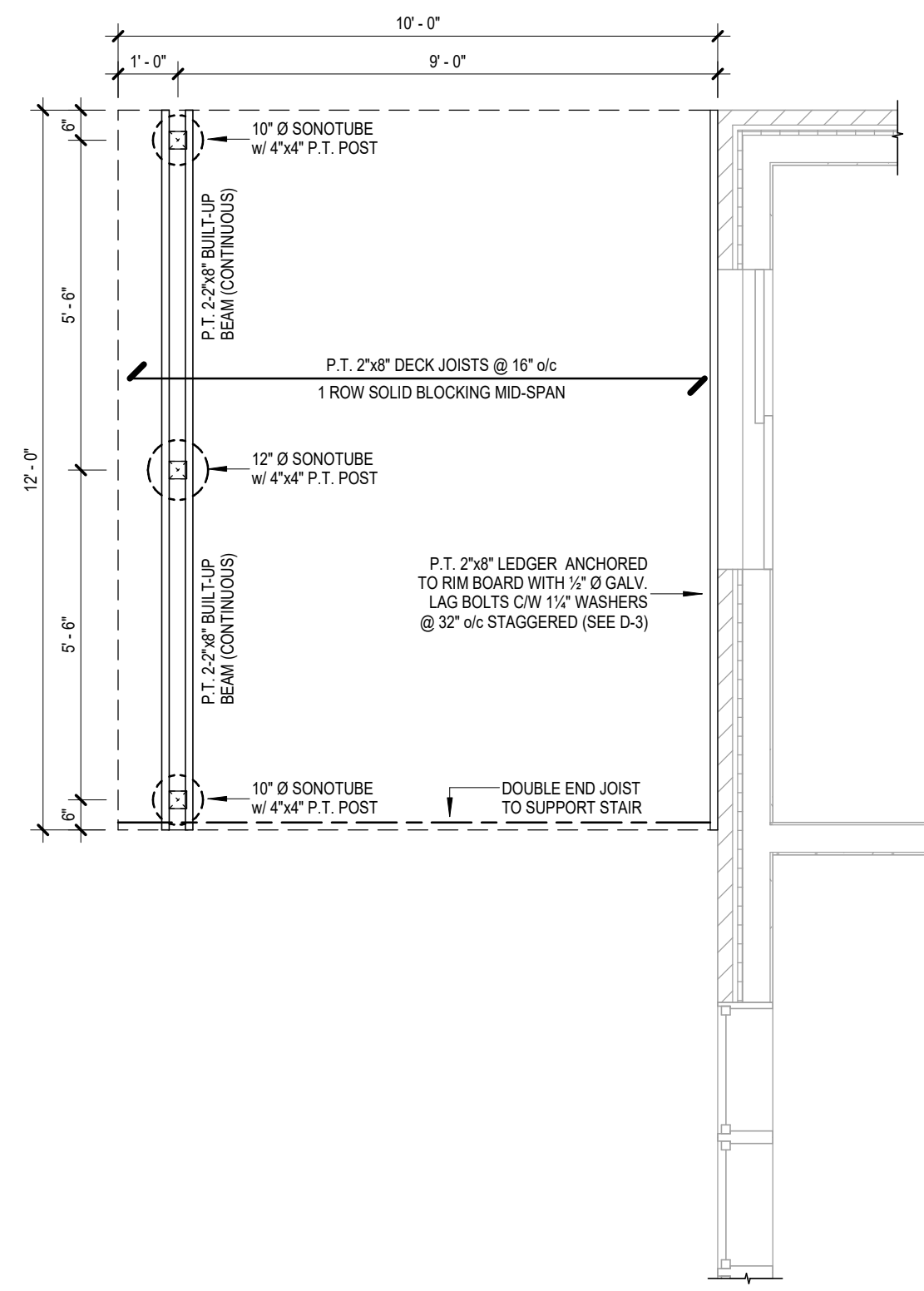
SHEET SIZE: 11" X 17"

DATE: JANUARY 2016

SCALE: AS INDICATED

SHEET NO.

D-2

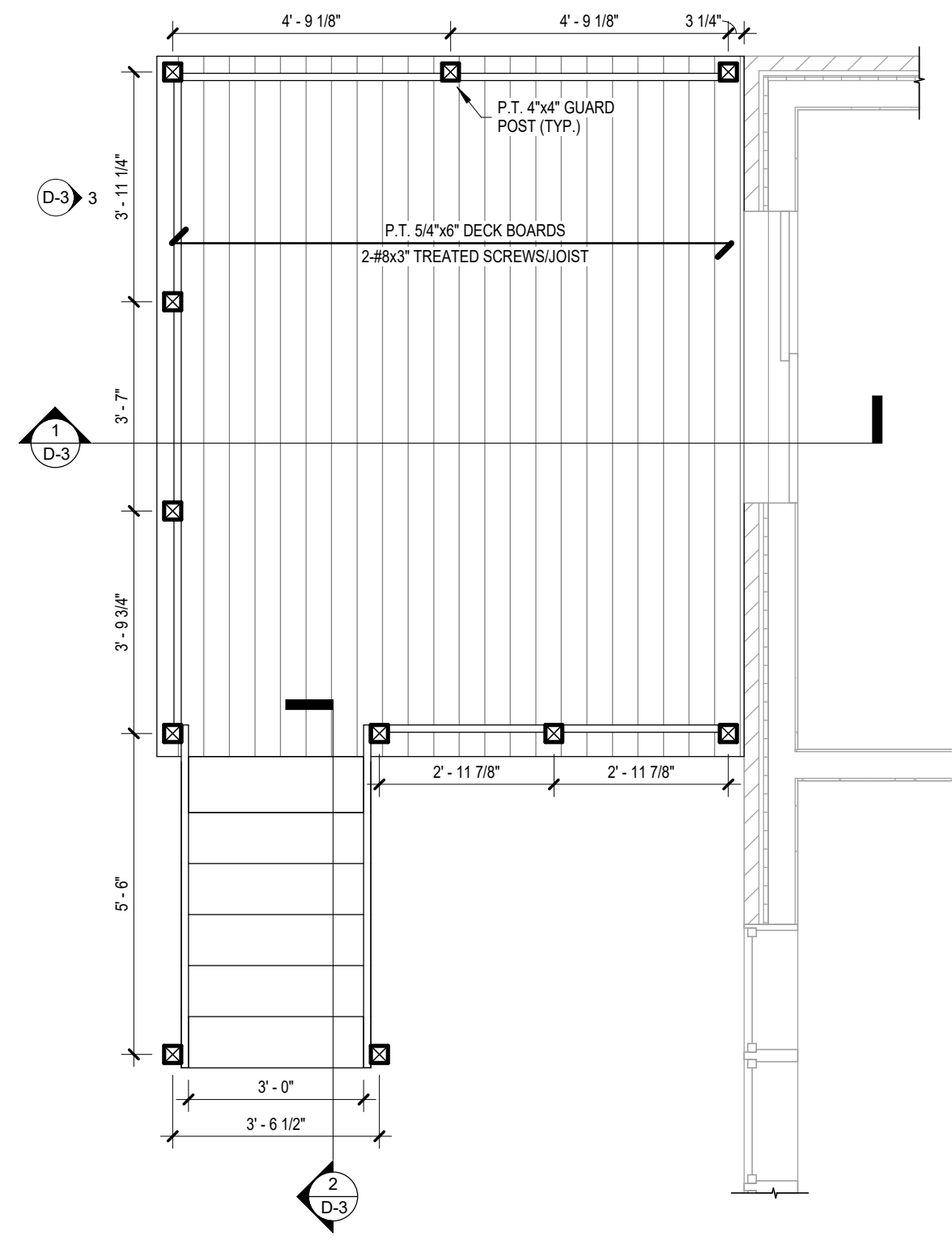


1 DECK STRUCTURAL PLAN
D-2 3/8" = 1'-0"

LEGEND

EXISTING CONSTRUCTION (GRAY)

NEW CONSTRUCTION (BLACK)



2 DECK FLOOR PLAN
D-2 3/8" = 1'-0"

SAMPLE DRAWINGS



**TOWN OF MILTON
BUILDING DIVISION**
150 MARY ST
MILTON ON L9T 6Z5
(905) 878-7253 EXT. 2397

BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
DECK SECTIONS & DETAILS

NUMBER OF COPIES REQUIRED:
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

- DECK SECTION:**
- FOOTING
 - SUPPORT POST AND METAL POST BASE
 - BEAM SIZE AND ATTACHMENT TO POST
 - LEDGER SIZE AND ATTACHMENT TO HOUSE

- DIMENSIONS FOR:**
- HEIGHT OF DECK ABOVE GRADE (AT LOWEST POINT OF GRADE)
 - OVERALL GUARD HEIGHT
 - FOOTING DEPTH BELOW GRADE

TYPICAL GUARD DETAIL:
GUARDS ARE REQUIRED WHEN THE FINISHED DECK FLOOR IS 24" OR MORE ABOVE GRADE

- SIZE AND LOCATION OF POSTS, BOTTOM/TOP RAIL, TOP CAP AND PICKETS

NOTE: AN ENGINEERED STAMPED DETAIL IS REQUIRED FOR ANY GUARD SYSTEM:

- THAT INCORPORATES ANY COMPONENT THAT IS NOT WOOD, OR
- IS BUILT HIGHER THAN 3'-6" (SUCH AS A PRIVACY SCREEN SERVING AS A GUARD)

- DIMENSIONS FOR:**
- OVERALL GUARD HEIGHT
 - THE TOP AND BOTTOM OF ALL HORIZONTAL COMPONENTS OF THE GUARD (BOTTOM/TOP RAIL, CAP, ETC.)
 - SPACING BETWEEN PICKETS

STAIR SECTION:

- SIZE OF STRINGER, TREADS AND RISERS
- GUARD POST LOCATION AND SIZE

- DIMENSIONS FOR:**
- OVERALL GUARD HEIGHT
 - STAIR RISE, RUN AND TREAD DEPTH
 - EFFECTIVE DEPTH OF STAIR STRINGER

GENERAL/OTHER NOTES:

- LEGEND OF LINE TYPES, SYMBOLS, AND HATCHING USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET
ADDRESS: MILTON, ONTARIO

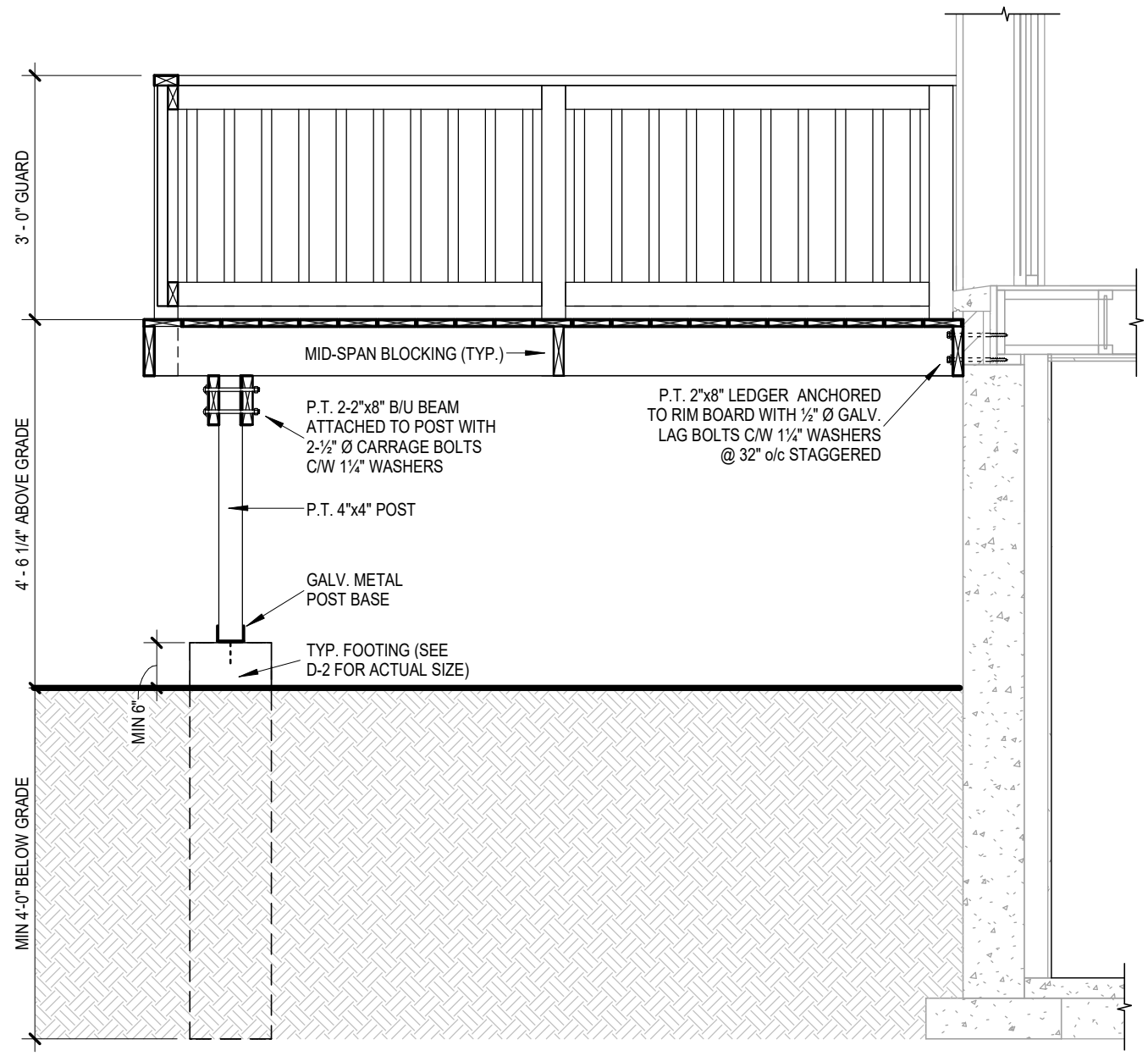
SHEET SIZE: 11" X 17"

DATE: JANUARY 2016

SCALE: AS INDICATED

SHEET NO.

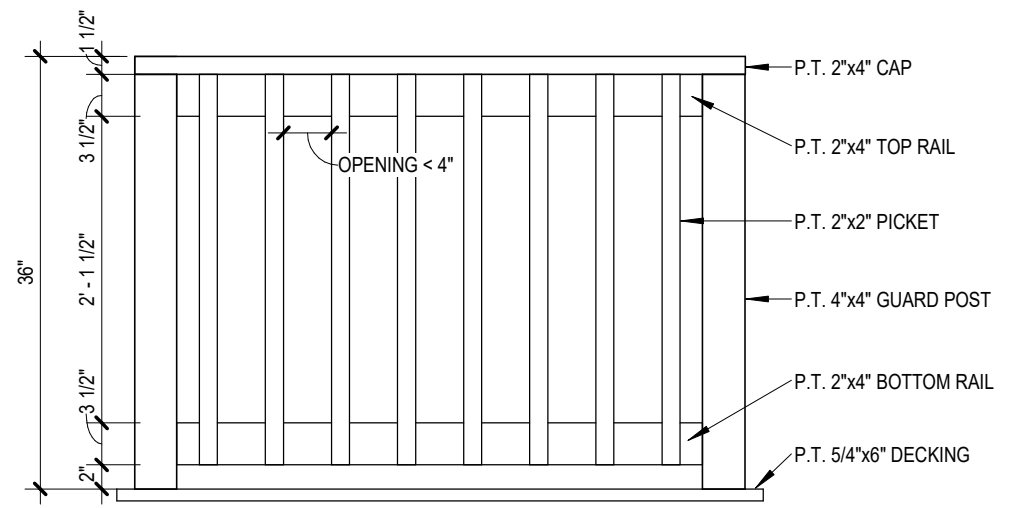
D-3



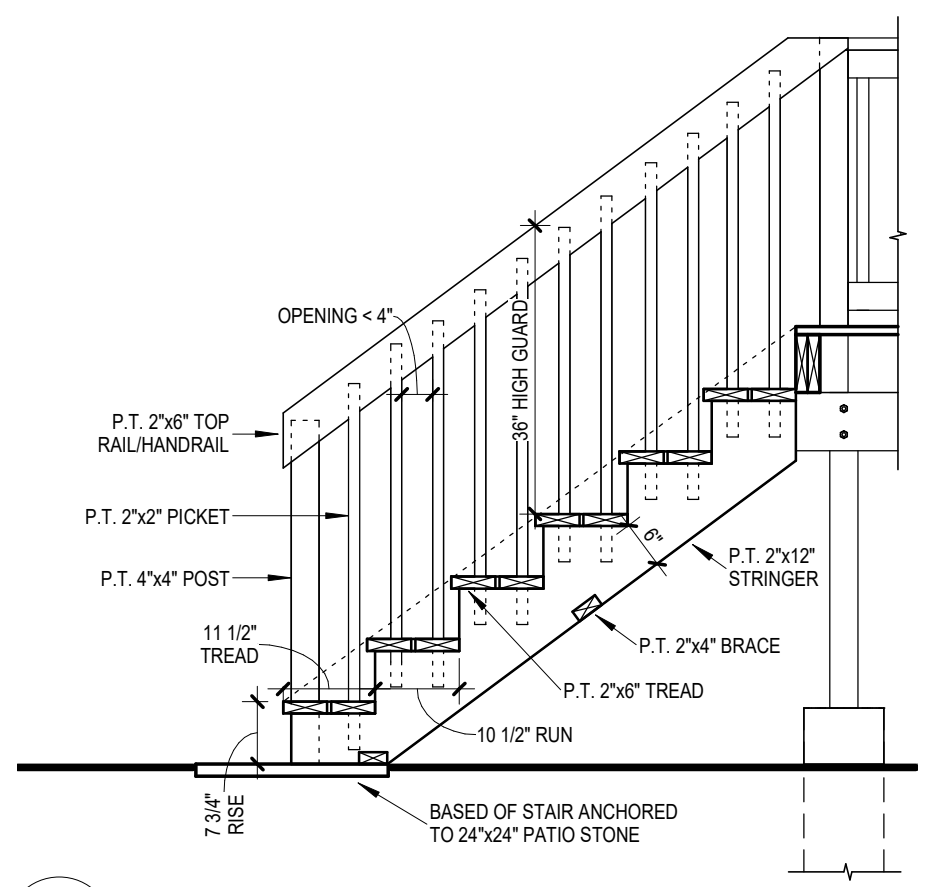
1 DECK SECTION
D-3 1/2" = 1'-0"

LEGEND

- EXISTING CONSTRUCTION (GRAY)
- NEW CONSTRUCTION (BLACK)



3 TYPICAL GUARD DETAIL
D-3 3/4" = 1'-0"



2 STAIR SECTION
D-3 1/2" = 1'-0"

SAMPLE DRAWINGS



**TOWN OF MILTON
BUILDING DIVISION**

150 MARY ST
MILTON ON L9T 6Z5
(905) 878-7253 EXT. 2397

BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
**FOOTING OPTIONS &
STRUCTURAL SIZING INFO.**

NUMBER OF COPIES REQUIRED:
N/A

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

FOOTING NOTES:

- ① MINIMUM DEPTH OF BELLED/PAD FOOTING IS THE GREATER OF 4" OR THE PROJECTION "P" OF THE BELLED/PAD FOOTING BEYOND THE POST/PIER
- ② POST BEARING ON PAD FOOTING REQUIRES 2-2"x4" P.T. CLEATS FASTENED TO OPPOSITE SIDES OF THE POST WITH MIN. 3-3/2" GALVANIZED NAILS TO RESIST UPLIFT. CLEATS SHALL EXTEND MIN 2" PAST EITHER SIDE OF POST
- ③ BURIED PRESSURE TREATED POST MUST BE RATED FOR GROUND CONTACT
- ④ OPTIONAL CONCRETE BACKFILL AROUND POST
- ⑤ POST SADDLE ANCHORED TO CONCRETE/STEEL HELICAL PIER/PILE.

FOOTING SIZING NOTES:

DECKS FOOTING SUPPORTING ROOF OR OTHER STRUCTURES (HOT TUB, ETC.) MUST INCLUDE THE WEIGHT OF THESE STRUCTURES IN THE FOOTING DESIGN.
- ROOF LOADING CAN BE TAKEN AT 30 LBS/FT²
- HOT TUB LOADING WILL DEPEND IN SIZE AND DEPTH OF WATER (INCLUDE HOT TUB SPECIFICATIONS WITH PERMIT APPLICATION)

JOIST/BEAM SPAN NOTES:

- ⑥ WHERE A DECK IS 2'-0" OR MORE ABOVE GRADE AND REQUIRES A GUARD OR WHERE A GUARD IS PROVIDED (BUT NOT REQUIRED) ON A LOWER DECK, THE MINIMUM FLOOR JOIST SIZE IS 2"x8"

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET
ADDRESS: MILTON, ONTARIO

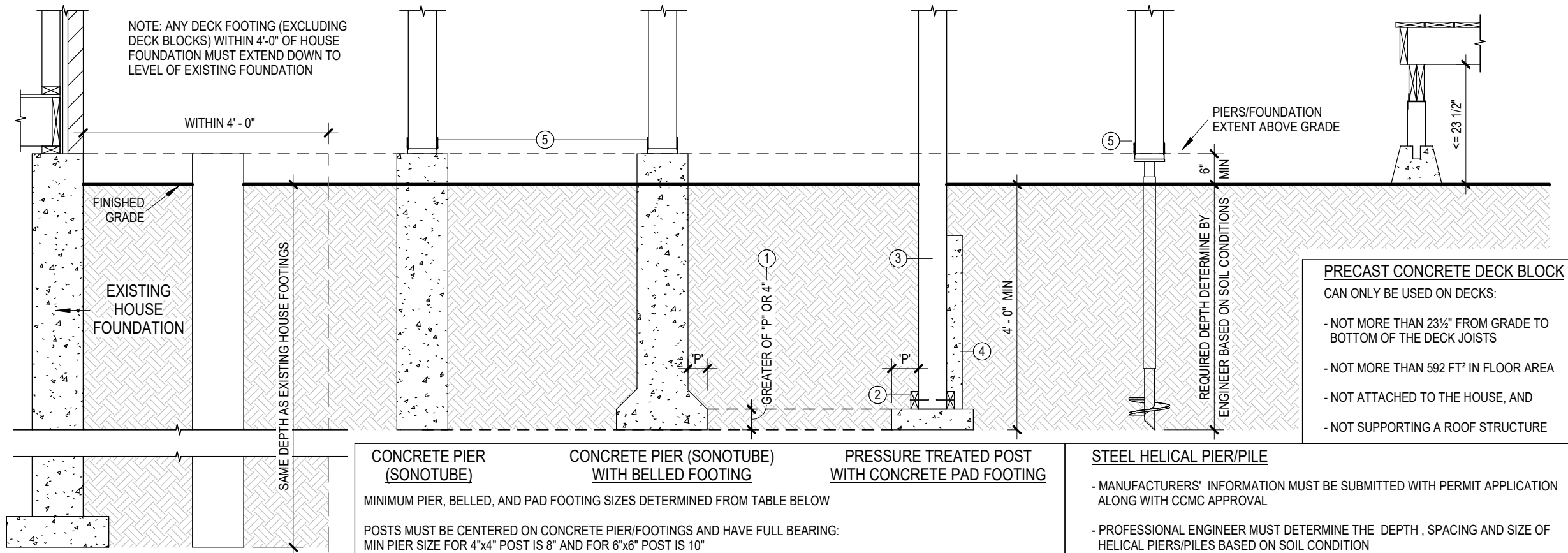
SHEET SIZE: 11" X 17"

DATE: JANUARY 2016

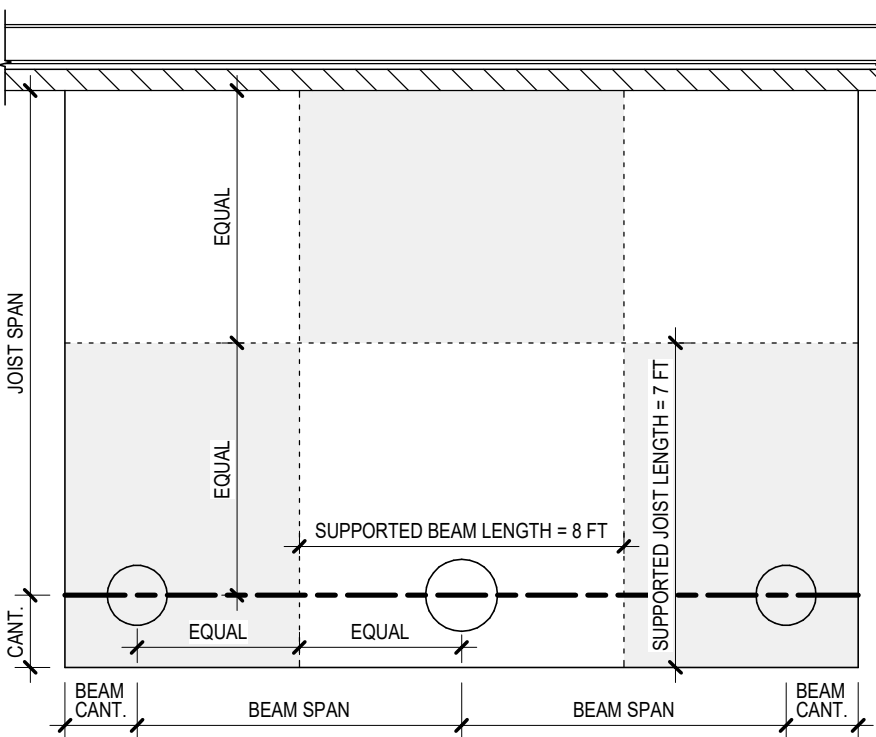
SCALE: AS INDICATED

SHEET NO.

D-4



1 DECK FOOTING OPTIONS
D-4 1/2" = 1'-0"



REQUIRED DECK FOOTINGS CAPACITY

FOOTING LOAD = SUPPORTED BEAM LENGTH x SUPPORTED JOIST LENGTH x 40 LBS/FT² (DECK LOAD)

USE FOOTING/PIER SIZING TABLE BELOW TO DETERMINE MINIMUM FOOTING SIZE BASED ON FOOTING LOAD

EXAMPLE (MIDDLE FOOTING):
SUPPORTED BEAM LENGTH = 8 FT
SUPPORTED JOIST LENGTH = 7 FT
FOOTING LOAD = 8 FT x 7 FT x 40 LBS/FT² = 2240 LBS
MIDDLE FOOTING WOULD REQUIRE MIN 16" ROUND FOOTING OR 14" SQUARE FOOTING

FOOTING/PIER SIZING TABLE

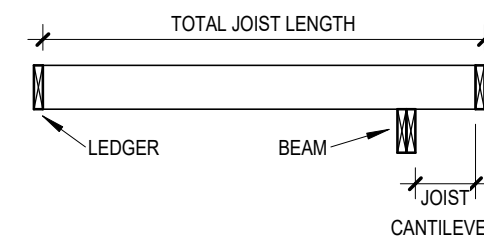
MINIMUM FOOTING SIZE	MAX. FOOTING CAPACITY	
	ROUND (DIA)	SQUARE
8"	729 LBS	928 LBS
10"	1139 LBS	1450 LBS
12"	1640 LBS	2089 LBS
14"	2233 LBS	2843 LBS
16"	2916 LBS	3713 LBS
18"	3691 LBS	4699 LBS

NOTE: MAX FOOTING CAPACITY BASED ON A SOIL BEARING CAPACITY OF 2000 LBS/FT²

2 CALCULATING FOOTING SUPPORTING AREA AND MINIMUM FOOTING SIZE
D-4 N.T.S.

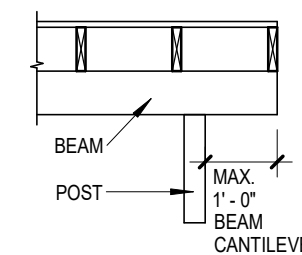
FLOOR JOIST SPAN TABLE

JOIST SIZE	SPACING (o/c)	MAX. JOIST SPAN	MAX. JOIST CANTILEVER
2"x6" ⑥	12"	10'-4"	NOT PERMITTED
	16"	9'-4"	
	24"	8'-2"	
2"x8"	12"	12'-5"	LESSER OF 16" OR 1/7 OF TOTAL JOIST LENGTH
	16"	11'-9"	
	24"	10'-9"	
2"x10"	12"	14'-6"	LESSER OF 24" OR 1/7 OF TOTAL JOIST LENGTH
	16"	13'-9"	
	24"	12'-10"	
2"x12"	12"	16'-4"	
	16"	15'-5"	
	24"	14'-6"	



BEAM SPAN TABLE

SUPPORTED JOIST LENGTH	MAX. 2-PLY BEAM SPAN				MAX. 3-PLY BEAM SPAN			
	2"x6"	2"x8"	2"x10"	2"x12"	2"x6"	2"x8"	2"x10"	2"x12"
4'-0"	8'-0"	10'-4"	12'-7"	14'-7"	9'-7"	12'-7"	16'-1"	19'-7"
6'-0"	6'-10"	8'-4"	10'-4"	11'-9"	8'-4"	11'-0"	14'-1"	17'-1"
8'-0"	5'-11"	7'-2"	8'-10"	10'-3"	7'-7"	10'-0"	11'-10"	14'-1"
10'-0"	5'-3"	6'-5"	7'-10"	9'-2"	7'-1"	9'-4"	10'-10"	12'-7"
12'-0"	4'-10"	5'-11"	7'-2"	8'-4"	6'-8"	8'-7"	9'-11"	11'-6"
14'-0"	4'-6"	5'-5"	6'-8"	7'-9"	6'-4"	7'-11"	9'-2"	10'-8"



3 STRUCTURAL SIZING TABLES
D-4 N.T.S.