

**Township of Georgian Bluffs  
Deck Permit Information Guide**



Below is a checklist outlining the requirements to obtain a building permit to construct a deck for a single detached, semi-detached or townhouse dwelling unit. If you are new to the process or are uncertain of the Township of Georgian Bluffs' permit application process/requirements, please consult our website.

If you have completed the checklist below and have checked "yes" to all applicable sections then your permit application should be ready for submission. The following pages will explain the checklist in further detail.

### General Requirements

Is the Designer qualified for the proposed work?	Yes	Not Applicable
Do you have all of the required drawings for your permit application?		
Are the drawings an acceptable level of quality?		
Has an Application for a Permit to Construct or Demolish, Schedule 1: Designer Information and an Owner/Designer Declaration been completed?		
Does your design meet all applicable law?		

Building Permits are required in the Township of Georgian Bluffs for the following types of work to be completed on a deck:

- All decks that are 24" from grade or higher (measured to the top of the walking surface),
- A deck of any size or height with a roof,
- Structural alterations made to an existing deck if that existing deck would have required a permit or replacement of an existing deck high enough to require a permit.

### Designer Qualifications

Who may design a residential deck?

An Architect, Professional Engineer OR qualified BCIN designer is permitted to take responsibility for the design

The homeowner is permitted to prepare and take legal responsibility for the design of a deck for their home, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code.

Any person is permitted to prepare and take responsibility for the design of a deck 50sq.m (538sq.ft) or under, provided they understand and are willing to take

responsibility for the applicable requirements of the Ontario Building Code.

### **Drawings and Documentation**

Drawings are required to be submitted and are to include:

Site plan of the lot showing the location of the existing structures for reference, the proposed deck and dimensions to all property lines (from the proposed structure)

Manufacturer's information and approved engineering details for any aluminum, vinyl or glass guard system and/or composite decking material

Deck package drawings with all applicable information completed OR Deck drawings including but not limited to:

- Clear description of what is existing and what is proposed (if applicable)
- Plans showing overall dimensions,
- Height of deck from grade
- Joist size, span, spacing and overhang
- Beams size, span and overhang
- Pier diameter, depth and spacing
- Size and connection of ledger board
- Detail of the connection of post to beam
- Connection of pier to post
- Stair dimensions – rise, tread and handrail height (if applicable)
- Fully detailed guard rail including dimensions and connection of guard post to deck
- Type of lumber being used for structural components
- Size and type of material for deck boards

### **Completed Application for a Permit to Construct or Demolish**

Must be filled out in its entirety and signed off must be completed by the property owner or the property owner's authorized agent.

### **Completed Schedule 1: Designer Information**

Must be filled out by the designer who takes responsibility for the design work

### **Application Process**

During the preliminary planning stage of your project, you must determine the zoning by-law regulations that apply to a property in the township. Zoning by-laws regulate the use, size, location and types of structures permitted on within the Township. To access the Township of Georgian Bluffs Zoning By-law please visit the [Planning Services](#) page on our website.

Some areas of Georgian Bluffs are under the jurisdiction of the Niagara Escarpment Commission (NEC). The Township of Georgian Bluffs Zoning By-law does not apply to lands located within the NEC. In areas under the jurisdiction of the NEC, a development permit must be obtained before applying for a building permit.

If your property is located within a Grey Sauble Conservation Authority regulated area, a separate approval may be required before issuance of a building permit

Georgian Bluffs building permits can be applied for online at:  
<https://ca.cloudpermit.com/login-form>

The online permit system allows you to apply for and to see the status of your application anywhere, anytime. You can start an application and finish it later. Email updates will be sent on the status of your permit application.

Once your application is approved you can request inspections and receive email copies of all inspection reports.

First-time users must create an account by registering with an email address and agreeing to the terms of service.

A building permit application can also be submitted to the Building Department located at 177964 Grey Road 18. Office hours are Monday to Friday 9:00am - 4:30pm.

Please allow 10 business days for a decision on the application.

### **Design Tips**

- The maximum cantilever (overhang of joists) is 2'-0" (16" for 2x8 construction).
- Piers must be a minimum of 4'-0" deep. If piers are within 4'-0" of the home, they must be as deep as the existing house footings.
- Ledger boards must be at least the same size as the floor joists.
- For decks 5'-11" or shorter the guard is required to be 35" high, if the deck is greater than 5'-11" high, the guard is required to be 42" high.
- Beams are not permitted to bear off the house (unless designed by a Professional Engineer).
- Cedar is not a permitted lumber type for structural components of a deck.
- If boards are being used as part of the guard rail pickets they must have a minimum thickness of 5/4".

Are you installing a guard system or decking material other than pressure treated lumber? If so, additional information such as a CCMC approval or a design from a Professional Engineer will be required. Please see below a few examples of approved systems. Additional approved products may be available.

Examples of Approved Composite Decking Manufacturers:

- Formadek Vinyl Deck Boards
  - Latitudes (Veranda) Wood/Plastic Composite Deck board
  - Trex Wood-Polyer Composite Lumber
- Examples of Approved Guard Systems:
- Stiles
  - Regal Aluminum Products
  - Railblazers Aluminum Railing Systems

Required Building Inspections:

- Footing Inspection – Once the holes have been dug, but prior to being filled with concrete.
- Backfill Inspection – Once the concrete has been poured.
- Framing Inspection – Once the deck has been framed.
- Final Inspection – When the deck and guard are completely finished.