

Application Checklist

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

It is the applicant’s responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.

Decks

Submittal Item	Details	Documents Included with Application
Application to Construct or Demolish (Form)	A copy of the application form can be found here: https://www.dufferincounty.ca/form-centre/building-permit-application	
Schedule 1 Form Include one form for each designer	A copy of the Schedule 1 form can be found here: https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information	
Agent Authorization Form	Required if you are applying on behalf of a property owner. A copy of the form can be found here: https://www.dufferincounty.ca/form-centre/agent-authorization-form	
Applicable Law Declaration Form	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found here: https://www.dufferincounty.ca/form-centre/applicable-law-declaration-form	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	



Submittal Item	Details	Documents Included with Application
Architectural Design Drawings	Floor plans drawn to scale including: <ul style="list-style-type: none"> - Footing size and location - Concrete pier size and location - Post size, location, spacing - Joist size, spacing, direction, span - Ledger board size and attachment details - Decking size - Stair layout, size, location - Overall dimensions of deck Elevations drawn to scale including: <ul style="list-style-type: none"> - Deck height off of grade - Pier depth and size - Footing depth and size - Railing/guard height and construction/attachment details - Railing/guard to be designed in conformance with SB-7 of the Supplementary Standards or designed by a Professional Engineer of Ontario 	

A deck permit is required if:

1. The deck is attached to a house or structure or,
2. The deck is over 2ft (24 inches) above adjacent grade or,
3. The deck is covered, regardless of the height

Note: Zoning approval from your local Town or Township is still required if your project does not require a building permit.