



Detached Deck Guide  
Less than 1.8m (6ft) in Height

## Document Submission Checklist Decks: Attached or Detached

Pursuant to Section G of an application to Construct or Demolish

Applicant's Name	Address of Project	Date
------------------	--------------------	------

The following is a list of drawings/documents required for the submission of an application for a building permit.

Description	Required	Provided	Comments
**Plot Plan or Survey – Scaled with setbacks	✓		**Sample Plot Plan available on Website.
Detailed Construction Drawings (includes plan view, elevations, section) * Typical Drawings may be eligible here.	✓		* Plan view to include size and span of joists and beams, size and spacing of posts, size and type or piers/footings. *Typical Drawings available on website for square & rectangle decks
Schedule 1 Designer Information	✓		When using Typical Drawings package from the website, A Schedule 1 must be completed and signed by the Owner of the property.
Letter of Authorization	✓		Is required if you as applicant are not the Owner of the property and must be signed by the Owner of the property.
Written Cost Estimate	✓		Required if you as the applicant are not the Owner of the property. This estimate should include material, labour, designer/consulting fees and HST.
Health Unit Approval	✓		Required at time of application for all properties without or only partially serviced by Municipal Sewer and Water – Please contact Public Health Sudbury & Districts for more information. 705-522-9200 ext. 398
Commitment Certificate for Helical Piles or Acknowledgement for Helical Piles	If Applicable		Helical Piles are required to be engineered when the deck is attached to the dwelling or if detached and is greater than 1.8m (6'-0") in height

*\*Please be advised that additional information may be required following a full review of your application.*

***Please be advised:***

According to the building code and the City's building by-law, if this application is incomplete, it may be either:

- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the building code within which the permit must be issued or refused.

**HELPFUL HINTS**

**\*Typical Drawings may not be used for decks wrapping around pools or with irregular shaping**

If you are planning on building a square or rectangular deck the drawing(s) you may be able to use our Typical Drawings to upload for your application.

These are listed as **Attached Deck or Detached Deck Greater Than 6'(1.8m) High or Detached Deck Less Than 6'(1.8m) High** on the *Building Permit Resources Page* of our website. Simply fill out the information in the drawing type that matches your project and upload to your PRONTO account as part of your application when you are ready to apply!

## Document Checklist Decks: Attached or Detached

Pursuant to Section G of an application to Construct or Demolish

### **MORE HELPFUL HINTS**

The **Schedule 1: Designer Information** form can be found under **Supplementary Forms** on the *Building Permit Resources* page of our website. If you are the Property Owner, simply complete Sections A & B, & in Section D, check the third checkbox, filling the “Basis of exemption from registration and qualification line with “HOMEOWNER”, Date, and Sign. Now you can upload this document to your application in PRONTO!

**Decks with Pre-Engineered Guard Systems** (eg: Glass or Steel Railings and Posts) You will need to supply a copy of the *Pre-Engineered Drawings for the Guard System*.

**Decks with Helical Piles** (Screw piles) **or Composite Decking**, you will need to supply a copy of the Approval Documents as required (CCMC, BMEC or Minister’s Ruling) You will also require a *Commitment Certificate* for the Engineer responsible for the review of the Helical Piles which you can often acquire from the company installing your Helical Piles – *Please Contact Building Services by calling 705-674-4455 Ex.t 4278 for more information.*

**Not sure where to start? Don’t know what you need to get your application ready for PRONTO?**

### **Let us help!**

Visit the One Stop Services Centre located on the Main Floor of Tom Davies Square where staff are ready to assist you with your application questions.

Contact Building Services by calling 705-674-4455 Ext. 4278 for more information.

Requirements:

- Property address
- Property lines with dimensions
- Location and use of existing and proposed structures
- Size of all structures
- Setback (distance) from proposed structure to all lot lines
- Distance between the proposed structure and nearest buildings
- Indicate driveway location

Plot Plan  
123 Traveled Rd

125'

10'

55'

Proposed

Deck

15'

SFD  
700ft<sup>2</sup>

55'

15'

Det  
Garage

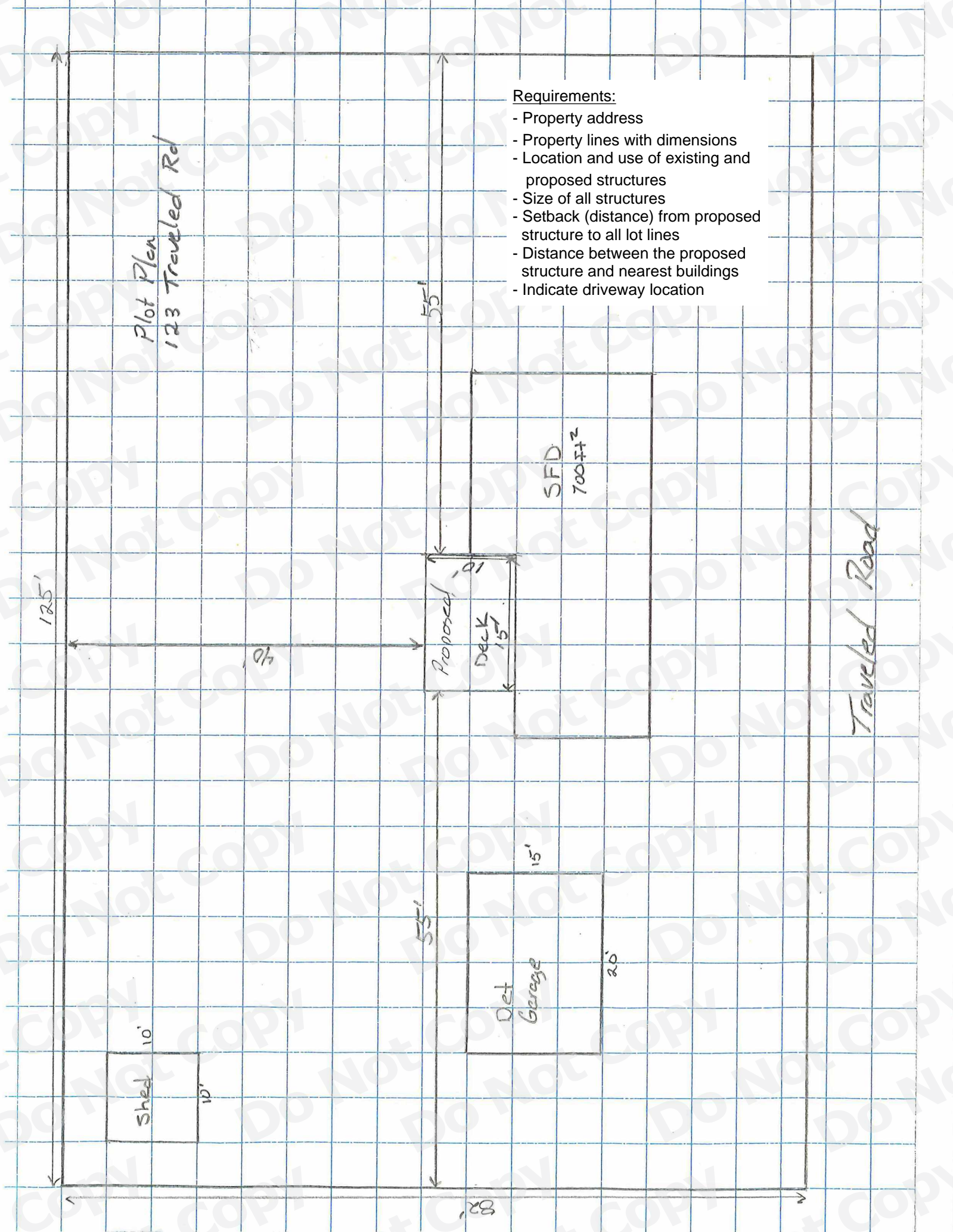
20'

Shed

10'

Traveled Road

82'



# FLOOR JOISTS

For Uniformly Distributed Residential Loading

## Maximum Span for Floor Joists - General Cases -

Member Size SPF No. 1 & 2	Strapping Only			Bridging Only			Both Strapping & Bridging		
	Joist Spacing			Joist Spacing			Joist Spacing		
	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.
2" x 4"	6'-1"	5'-8"	5'-2"	6'-6"	5'-11"	5'-2"	6'-6"	5'-11"	5'-2"
2" x 6"	9'-7"	8'-10"	8'-2"	10'-3"	9'-4"	8'-2"	10'-3"	9'-4"	8'-2"
2" x 8"	11'-7"	11'-0"	10'-6"	12'-6"	11'-9"	10'-8"	13'-1"	12'-2"	10'-9"
2" x 10"	13'-8"	13'-0"	12'-4"	14'-6"	13'-8"	12'-10"	15'-1"	14'-1"	13'-1"
2" x 12"	15'-7"	14'-10"	14'-1"	16'-5"	15'-5"	14'-6"	17'-0"	15'-10"	14'-9"

# BUILT-UP WOOD BEAMS

Max. Span for Built-up Floor Beams Supporting not more than One Floor

Spruce-Pine-Fir No. 1 & 2

Supported Joist Length	3 - 2" x 8"	4 - 2" x 8"	5 - 2" x 8"	3 - 2" x 10"	4 - 2" x 10"	5 - 2" x 10"	3 - 2" x 12"	4 - 2" x 12"	5 - 2" x 12"
7'-10"	10'-0"	11'-1"	11'-11"	12'-10"	14'-2"	15'-3"	15'-0"	17'-3"	18'-4"
9'-10"	9'-4"	10'-3"	11'-1"	11'-6"	13'-2"	14'-2"	13'-5"	15'-6"	17'-3"
11'-10"	8'-8"	9'-8"	10'-5"	10'-6"	12'-2"	13'-4"	12'-3"	14'-2"	15'-10"
13'-9"	8'-0"	9'-2"	9'-11"	9'-9"	11'-3"	12'-7"	11'-4"	13'-1"	14'-8"
15'-9"	7'-6"	8'-8"	9'-6"	9'-2"	10'-6"	11'-10"	10'-6"	12'-3"	13'-8"
17'-9"	7'-1"	8'-1"	9'-1"	8'-8"	9'-11"	11'-2"	10'-0"	11'-6"	12'-10"
19'-8"	6'-8"	7'-9"	8'-8"	8'-2"	9'-5"	10'-7"	9'-6"	10'-11"	12'-3"

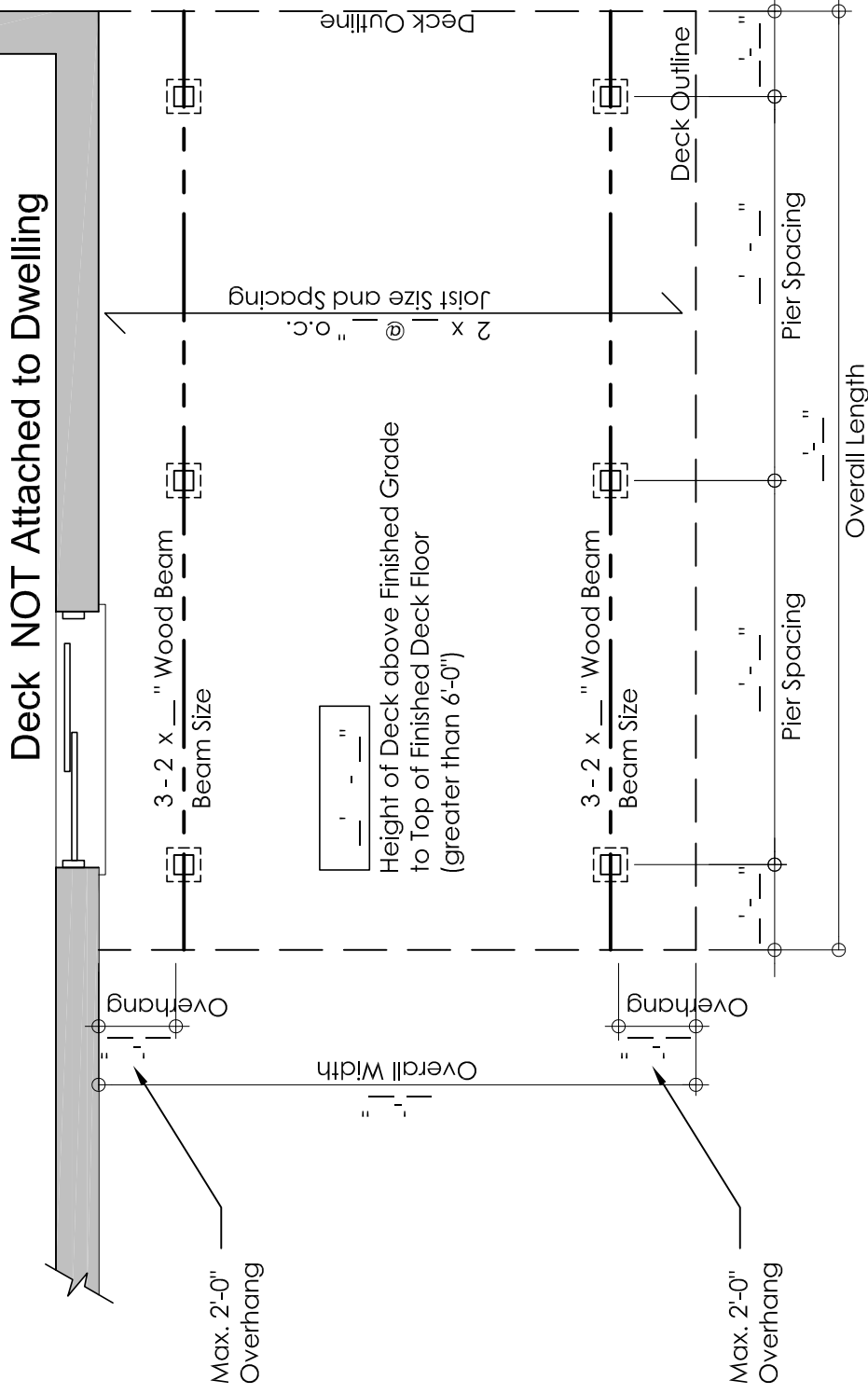
# Detached Deck Size

\_\_\_\_\_ x \_\_\_\_\_

Exterior Guard Construction as per Supplementary Standard SB - 7 "Guards for Housing and Small Buildings" of the 2012 Building Code Compendium

or

Provide alternative designed by a Professional Engineer along with appropriate shop drawings.



- Notes:**
- 1) 6" x 6" Posts Supported on Precast Deck Blocks
  - 2) Lumber for Guard Systems and Floor Systems shall be Decay-Resistant Lumber
  - 3) Beam Size will be Determined by Distance between Supporting Posts
  - 4) Framing Inspection required prior to installing Deck Boards

**NOTE:**  
It is the Contractor's responsibility to ensure that all construction conforms to the requirements of the Ontario Building Code. Notations made on these drawings are for your information and assistance only and do not necessarily comment on all areas of construction.



# Detached Deck

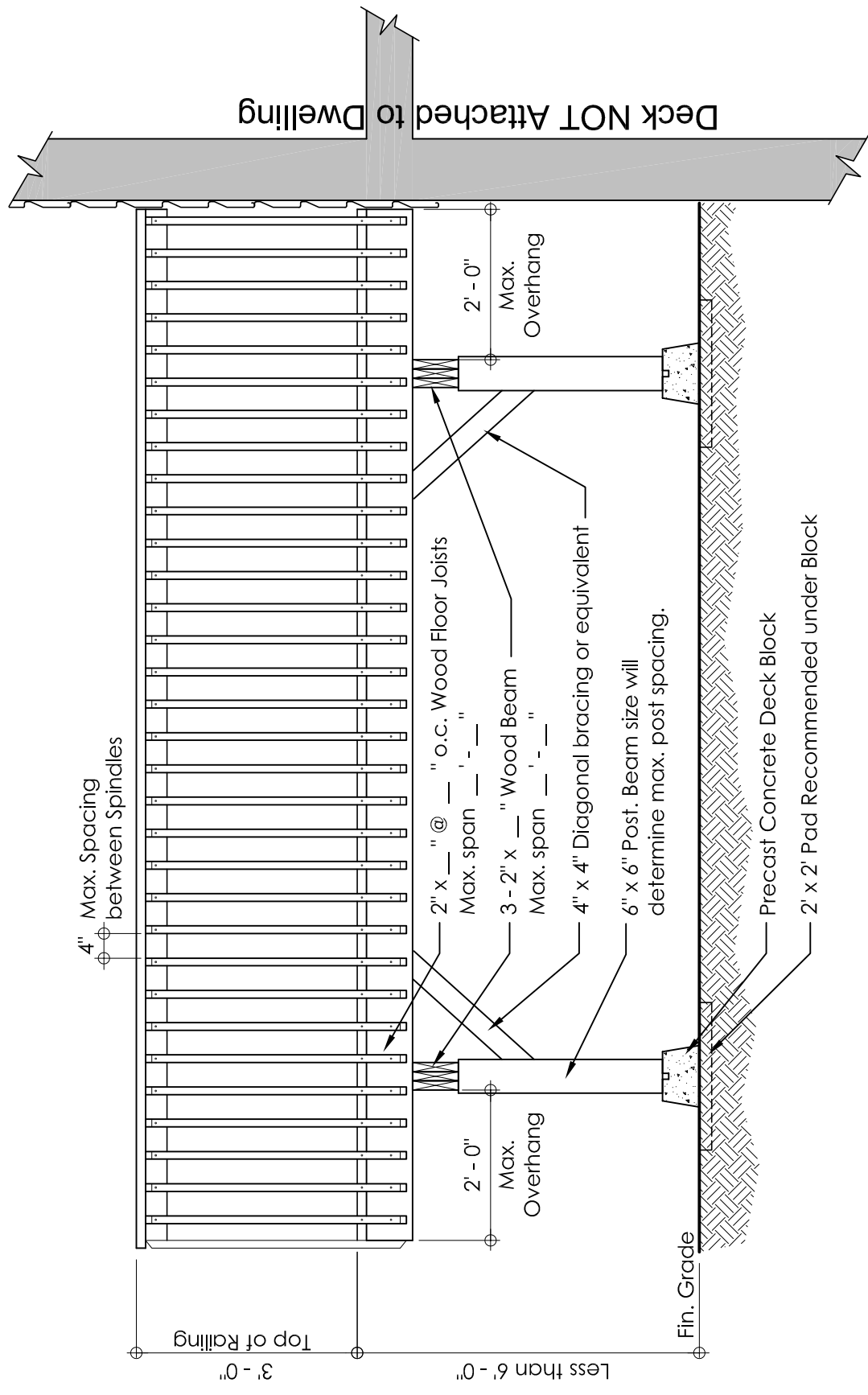
Less than 6'-0" (1.8m) in Height

Deck Plan Scale: nts

DRAWN BY: E.P.

DATE: 14/02/23

**DD-1**  
SHEET



- Notes:**
- 1) 6" x 6" Posts Supported on Precast Deck Blocks
  - 2) Lumber for Guard Systems and Floor Systems shall be Decay-Resistant Lumber
  - 3) Beam Size will be Determined by Distance between Supporting Posts
  - 4) Framing Inspection required prior to installing Deck Boards

**NOTE:**  
 It is the Contractor's responsibility to ensure that all construction conforms to the requirements of the Ontario Building Code. Notations made on these drawings are for your information and assistance only and do not necessarily comment on all areas of construction.



# Detached Deck

Less than 6'-0" (1.8m) in Height

Detail Scale: nts



# LETTER OF AUTHORIZATION

I/WE, IT

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
No. Street City/Town Postal Code

\_\_\_\_\_  
Telephone Number

**BEING THE REGISTERED OWNER OF THE BUILDING/LAND LOCATED AT:**

ADDRESS \_\_\_\_\_  
No. Street City/Town Postal Code

LEGAL DESCRIPTION \_\_\_\_\_  
Township Lot Conc Parcel

\_\_\_\_\_  
Plan Lot Reference Plan Part

**GIVE MY PERMISSION TO:**

\_\_\_\_\_  
Name of Business/Individual Applying on Behalf of Registered Owner

\_\_\_\_\_  
No. Street City/Town Postal Code

\_\_\_\_\_  
Telephone Number

**TO APPLY FOR A BUILDING PERMIT, ON MY BEHALF, TO CONSTRUCT/DEMOLISH:**

\_\_\_\_\_  
Brief Description of Work

\_\_\_\_\_  
\_\_\_\_\_

## DECLARATION

I/WE, \_\_\_\_\_, Registered Owner(s), solemnly declare that the information above-stated is to the best of my knowledge and believe true, and acknowledge that the building permit could be revoked if certain procedures of the Building Code Act are contravened.

*I further agree to assume responsibility for the construction unless the agent is performing work as a registered builder under the Ontario New Home Warranty Program.*

**IF YOU ARE DEMOLISHING A STRUCTURE, PLEASE NOTE THE FOLLOWING:**

I acknowledge I am aware that pursuant to Section 357 of the Municipal Act, in order to obtain a tax adjustment, a separate application is to be filed at the City of Greater Sudbury, Tax Department, 200 Brady Street, 2<sup>nd</sup> Floor, Sudbury, ON P3A 5W5, 705-674-4455, extension 2601.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



<Company Name>  
 <Address>  
 <Address>  
 <Address>  
 <Contact Number | Contact Number>  
 <Default Email Address>  
 <Website Address>

## Construction Estimate Template

ESTIMATE NUMBER	DATE
<b>FT018519</b>	MM/DD/YYYY

SITE INFORMATION  
 <Address>

CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS
<Contact Person>	<Contact Number>	<Email Address>

Work Description	Type	Quantity	Unit	Unit Price (US\$)	Amount (US\$)
Erosion Control	Civil	1	Lot	510.00	510.00
Temporary Drivers & Sidewalks	Civil	2	Lots	400.00	800.00
Decomposed Granite, Sod Rock	Concrete	1	Lot	375.00	375.00
Top Soil Covering	Concrete	1	Lot	620.00	620.00
Building Masonry	Masonry	1	Lot	1,300.00	1,300.00
Screen Walls	Masonry	1	Lot	850.00	850.00
Retaining Walls	Masonry	4	Lots	375.00	1,500.00
Stone & Architectural Enhancements	Masonry	1	Lot	2,100.00	2,100.00
Main Gate	Steel	1	Lot	900.00	900.00
Service Gate	Steel	2	Lots	450.00	900.00
Steel Door Garage	Steel	1	Lot	900.00	900.00
Supervision & Administration	Misc.	1	Lot	500.00	500.00
Work Permit	Misc.	1	Lot	300.00	300.00
Hauling & Cleaning Fee	Misc.	1	Lot	730.00	730.00
<b>TOTAL AMOUNT</b>					<b>12,285.00</b>
				<b>SALES TAX 12%</b>	<b>1,474.20</b>
				<b>DISCOUNT 3%</b>	<b>368.55</b>
<b>TOTAL AMOUNT DUE</b>					<b>13,390.65</b>

*This above is an estimate based on our inspection and does not cover any additional parts or labor which may be required after the work has been started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Estimates on parts and labor are current and subject to change.*

PREPARED BY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CONFORME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# COMMITMENT CERTIFICATE

THIS FORM TO BE SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Permit Application No.

Project Description: Date:
Address of Project:

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO).

The undersigned hereby certifies that he/she has read and agrees to the above

Form with checkboxes for ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL, SITE SERVICES, OTHER (SPECIFY). Includes fields for Consultant Firm, Signature, Print Name, Address, Telephone, and Fax.

Form with checkboxes for ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL, SITE SERVICES, OTHER (SPECIFY). Includes fields for Consultant Firm, Signature, Print Name, Address, Telephone, and Fax.

# ACKNOWLEDGEMENT HELICAL PILES

I, \_\_\_\_\_, the (owners / authorized agent) of \_\_\_\_\_ having applied for a building permit to construct a \_\_\_\_\_, acknowledge that I am installing helical piles on the project mention above and agree to adhere to the following requirements:

- 1) The proposed helical piles must be registered with the Canadian Construction Materials Centre (CCMC). Registry can be found at the following URL.

<https://nrc.canada.ca/en/certifications-evaluations-standards/canadian-construction-materials-centre/ccmc-publications/registry/extranet/list>

- 2) The proposed helical piles must be installed by a certified installer.
- 3) Prior to installation of proposed helical piles, I will provide the City of Greater Sudbury, Building Services Department, with a Commitment Certificate form from a Professional Engineer of Ontario who will be providing the general review for the installation of the proposed helical piles. Form can be found at the following URL.

<https://www.greatersudbury.ca/live/building-and-renovating/pdf-files/commitment-consultants-english2-pdf/>

- 4) After installation of the proposed helical piles, I will provide the City of Greater Sudbury Building Services sector with an Engineer's Report as required.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature