East Gwillimbury

Residential Deck Guide

Town of East Gwillimbury
Buildings Branch

Purpose

This guide outlines the requirements for submitting a complete online building permit application for a deck. Submitting all required information will help ensure a timely review process.

1. Required Documentation for a typical deck

Submit all applicable items below:

- ☐ Building Permit Application (via online portal)
- ☐ Schedule 1: Designer Info (if applicable)
- ☐ Applicable Law Checklist (recommended)
- ☐ CCMC Evaluation Reports (for engineered or proprietary products)
- ☐ Property Owner Authorization Letter (if applicant is not the owner)
- ☐ Required drawings

2. Required Drawings

A complete deck drawing package consists of the following:

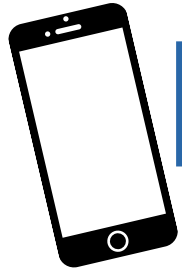
- ☐ A site plan drawing
- ☐ A deck cross section
- ☐ A deck plan view

Please reach out to representatives from the Buildings Branch as this is not a comprehensive list covering all properites within East Gwillimbury

3. Online Application Process

The steps for making a online application are as follows:

- ☐ Register for an online account at: https://cityview.eastgwillimbury.ca/cityviewportal
- ☐ Once registered you may now apply for permits, make payments and submit the necessary documents for approval

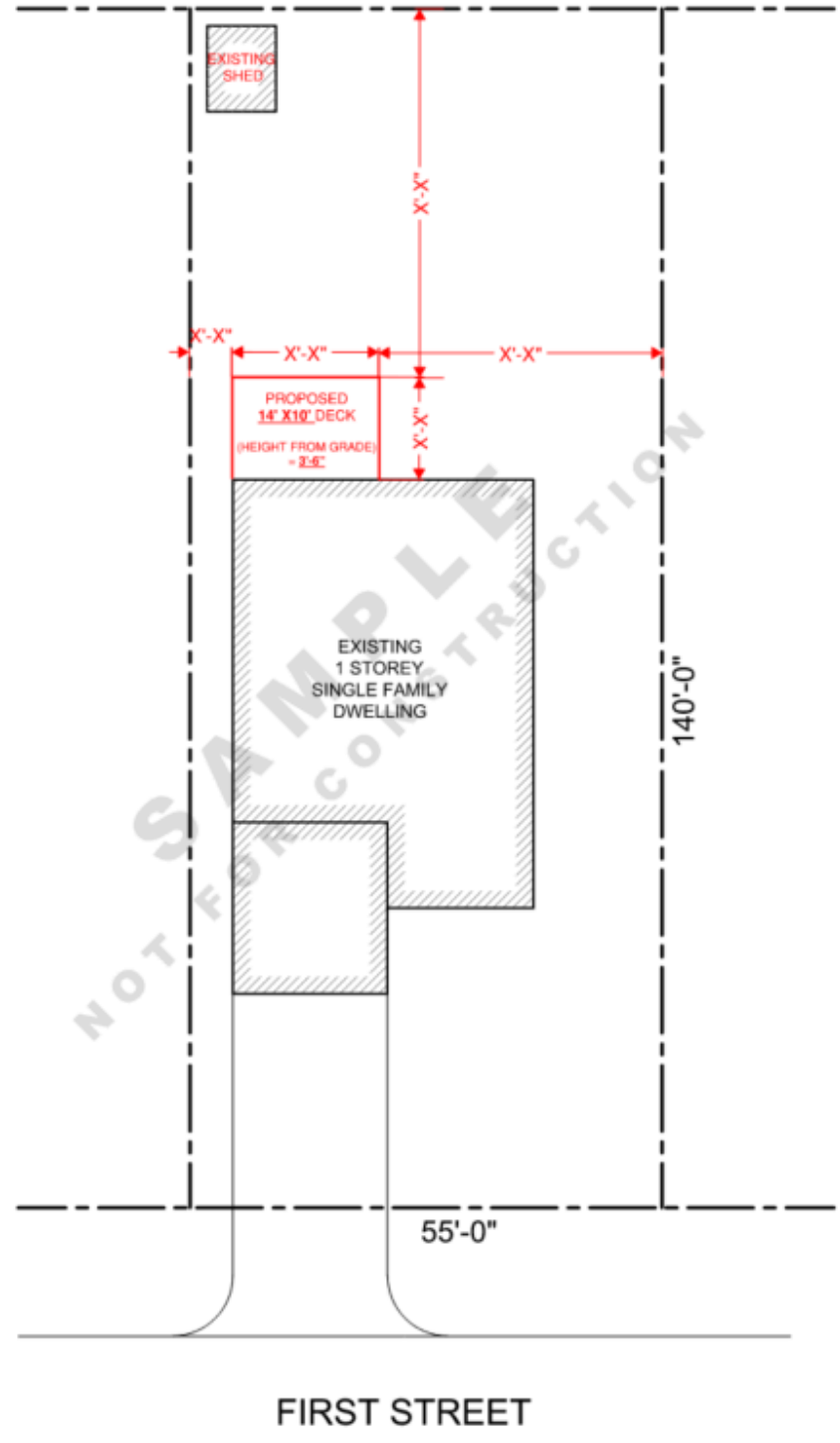


Scan this QR code with your phone to access the Buildings Branch online portal

Requirements for a site plan drawing

Make sure your site plan includes the following:

- [ ] Municipal address
- [ ] Property lines and location
- [ ] Location and size of dwelling
- [ ] Proposed deck location (including stairs)
- [ ] Existing accessory structures (shed, pool, etc.)
- [ ] Location of septic system (if applicable)
- [ ] Setbacks from property lines
- [ ] Adjacent streets (for corner lots)

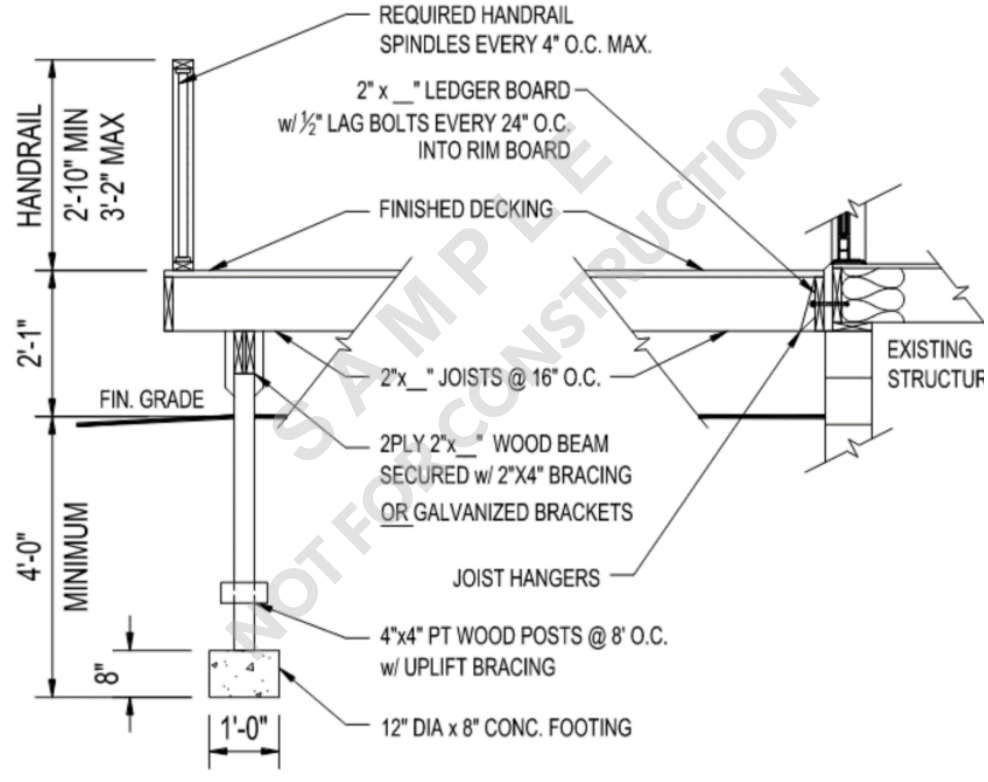


Tip: Check the Zoning By-law for setback and lot coverage requirements before submitting.

Requirements for a deck cross section drawing

Make sure your cross section includes the following:

- ☐ Pier depth (minimum 1.2 m below grade)
- ☐ Pier diameter and base size
- ☐ Pier height above grade (minimum 150 mm)
- ☐ Post size and connections
- ☐ Deck height above grade
- ☐ Guard height and spacing (if required)
- ☐ Guard construction per Ontario Building Code (SB-7)



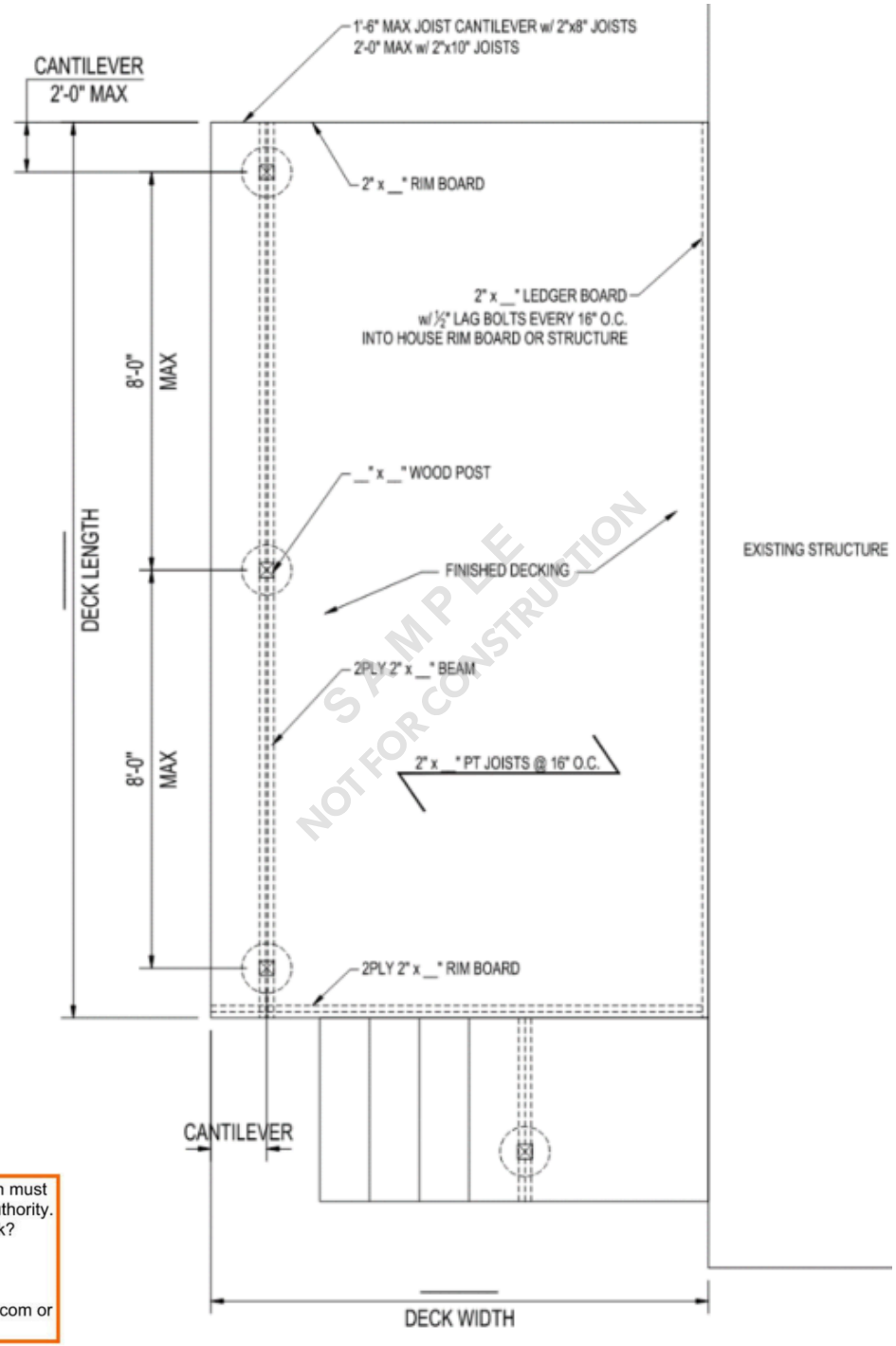
Important Notes

- Helical piles require engineer-stamped design + soil analysis
- Engineered railing systems require stamped details + CCMC report
- Ledger boards cannot be attached through brick veneer
- All construction must comply with the Ontario Building Code

Requirements for a deck plan drawing

Make sure your deck plan includes the following:

- [ ] Overall deck dimensions
- [ ] Pier spacing
- [ ] Joist size and spacing
- [ ] Beam size and configuration
- [ ] Cantilever details
- [ ] Decking material type (include CCMC if composite)

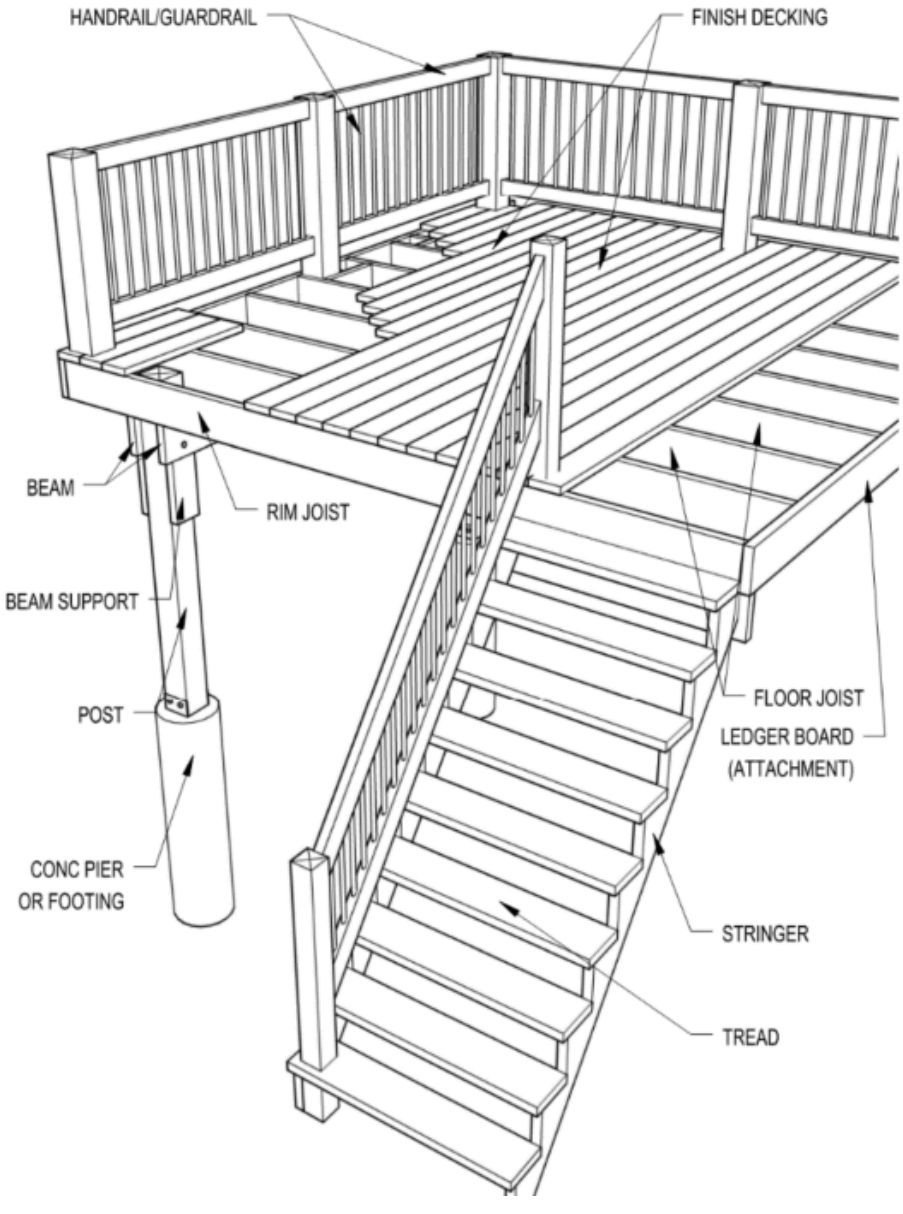


Tip: Check with service providers before commencing any digging

Before you dig contact Ontario One Call to locate all buried underground services. For more information go to ontarioonecall.ca or for more information call 1-800-400-2255

Doing electrical work? A notification must be filed with the Electrical Safety Authority. Hiring someone to do electrical work? They must be a Licensed Electrical Contractor. It's the law. For more information go to esasafe.com or call 1-877-372-7233

Additional information



Glossary of terms

BEAM – means one of the principal horizontal members in a structure to support a floor or ceiling

DECK - means a structure having a floor, open to the sky, and a supporting structure below. It may include perimeter guardrails, fixed seating and vertical visual screening. A patio or terrace is a deck

GRADE – means the average level of proposed or finished ground adjoining a building at all exterior walls

GUARD – means a protective barrier, with or without openings through it, that is around openings in floors or at the open sides of stairs or landings to prevent accidental falls from one level to another

JOIST – means wood members ranged in parallel from wall end to end in a structure to support a floor or ceiling

RIM JOIST – means a framing member that runs perpendicular to the joists and provides lateral support for the ends of the joists