

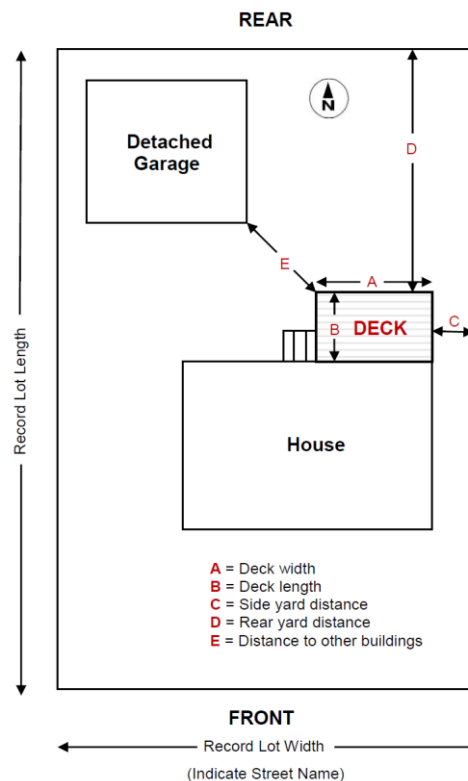
Project Information

Municipality: _____ Building Owner: _____ Job Site Address: _____	Project Type: _____ Cell Phone: _____
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(1) Provide a SITE PLAN sketch on a separate sheet and note the following:

- ☐ Draw the **property (lot) shape** (rectangular, pie-shape, etc.)
- ☐ Indicate the **North** direction
- ☐ Note the **lot dimensions** (indicate ft or m): Front/Rear (width) / Side Yard (length)
- ☐ Label the **street/road name** in the front yard
- ☐ Note what **borders the property** on each side (lane, neighbour, street, park, etc.)
- ☐ Draw the **house** on the lot (to scale)
- ☐ Draw the **size, shape & location of deck** on the lot (to scale), **including stairs**
- ☐ Note the **deck dimensions** (ft or m) - (**A**) Width (rear facing) / (**B**) Length (side facing)
- ☐ Note the **distance** of the deck to the side (**C**) and rear (**D**) **property lines** (ft or m)
- ☐ Draw any **other buildings** on the same lot (e.g. detached garage, shed, etc.)
- ☐ Note the closest **distance** from the deck to **other buildings** (**E**) on the same property.
- ☐ Show the **direction of decking material** (horizontal, diagonal, etc.)

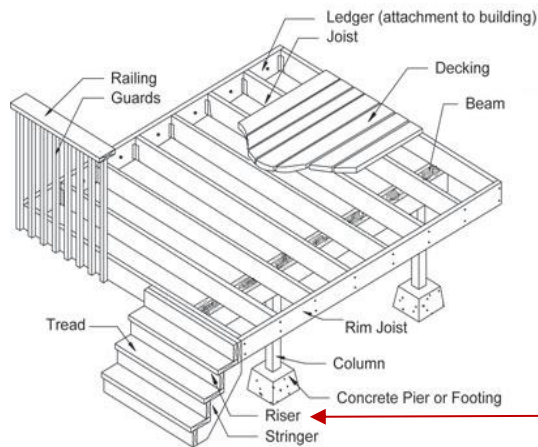
Site Plan Example:



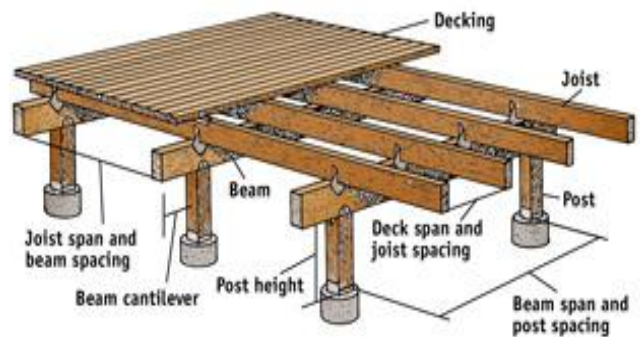
(2) Provide a SKETCH of the deck plan on a separate sheet, indicating:

- ☐ Dimensions of deck (**length**, **width**, and **height** above ground)
- ☐ Label **ledger** board location
- ☐ Direction of **joists** (note joist size, spacing and span)
- ☐ Size of **joist cantilever** (length of joist overhang past beam)
- ☐ Location of **columns** (note column size and spacing)
- ☐ **Foundation** type supporting columns (note type, size, and depth)
- ☐ Direction of **beams** (note beam size and number of plies)
- ☐ Location and width of **stairs** (minimum stair width must be 36")
- ☐ Number of stair **risers** and riser height (rise must be between 5" to 7-7/8" high and be of uniform size for all steps)
- ☐ Width ("run") of stair **treads** (tread must be between 10" - 14" wide and be of uniform size for all steps)
- ☐ Height of **guards** (minimum guard height is 36" with no openings larger than 4". Guards may be required on both sides of stairs.)
- ☐ Direction of **decking** (note decking type and thickness)

Summary of Terms:



How to Measure Distances:

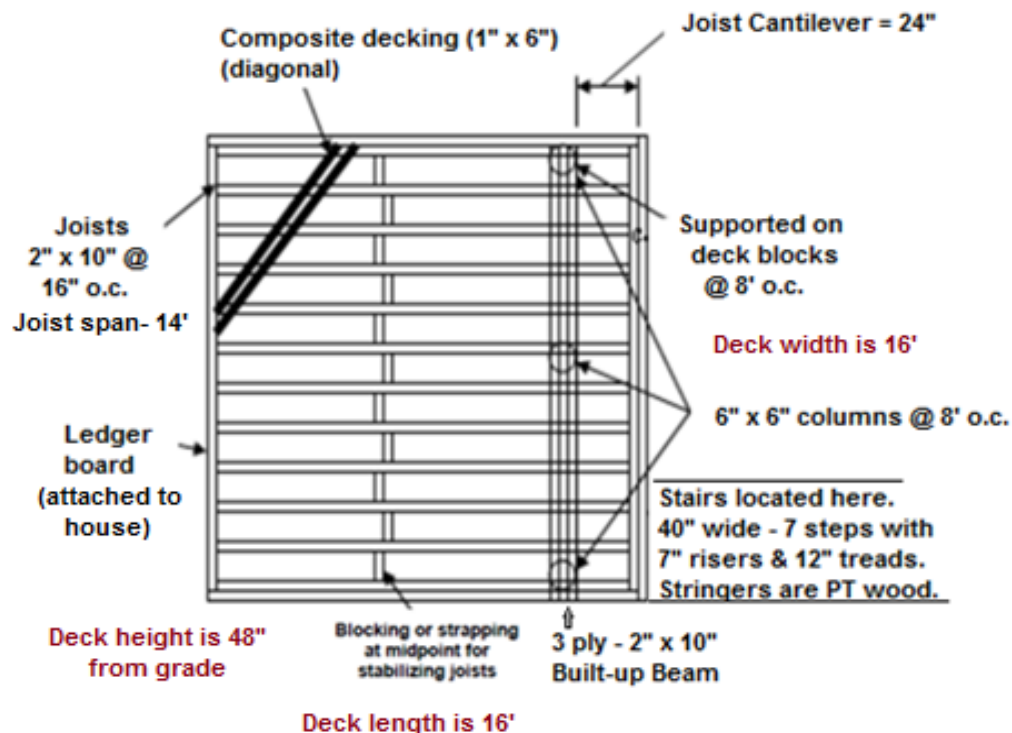


*** Note:** Wall and/or guards are required on both sides of the stairs if there are 4 or more risers.

Below is an example of how to draw and label your deck plan.

Include all information requested above.

***** Also complete the checklist on page 3 and submit with your deck plan.**



(3) Complete ALL information below and submit with your deck plan:

Support:

- ☐ Attached to dwelling or other building (ledger board)
☐ Detached

Height of Deck:

(Height is measured from grade to walking surface)

- ☐ 24" or less (No guards or stair handrails required)
☐ 24.1" - 72" (36" high guards and stair handrails required)
☐ Over 72" (42" high guards, stair handrails)

Clearance from Deck to Overhead Wires:

- ☐ _____ feet (from walking surface to wires)

Joist Size:

- ☐ 2" x 6"
☐ 2" x 8"
☐ 2" x 10"
☐ 2" x 12"

Joist Spacing:

- ☐ @ 12" o.c.
☐ @ 16" o.c.
☐ @ 24" o.c.

Joist Span: (Beam Spacing)

(Distance between beams or house to beam)

- ☐ Up to 8 ft. ☐ 14' - 16'
☐ 8' - 10' ☐ 16' - 18'
☐ 10' - 12' ☐ 18' - 20'
☐ 12' - 14' ☐ Over 20 ft - see Span Table

Deck Joist - Sizing Table

Joist Span	12" oc	16" oc	24" oc
Up to 8'	2" x 6"	2" x 6"	2" x 6"
8'-10'	2" x 6"	2" x 6"	2" x 8"
10'-12'	2" x 8"	2" x 8"	2" x 8"
12'-14'	2" x 8"	2" x 10"	2" x 10"
14'-16'	2" x 10"	2" x 10"	2" x 12"
16'-18'	2" x 12"	2" x 12"	
18'-20'	2" x 12"		
Over 20' see span tables in National Building Code			

Joist Cantilever: (joist overhang distance past beam)

- ☐ _____ inches

Column (Post) Size (Minimum 6"X6"):

- ☐ 2" x 6" ☐ 2 ply
☐ 2" x 8" ☐ 3 ply
☐ 2" x 10" ☐ 4 ply
☐ 2" x 12" ☐ 5 ply
☐ 6" x 6"
☐ Steel telepost
☐ Other: _____

Column (Post) Height:

- ☐ Less than 24"
☐ 24" - 72" (requires piles for foundation support)
☐ Over 72" (requires engineered foundation design)

Foundation Support: (NBC 9.12.2.2. & 9.23.6.2.)

(Height is measured from grade to underside of joist)

- ☐ Deck/Patio blocks
(detached decks 72" or less and attached decks 24" or less)
☐ Concrete piles
(12" diameter x 12' Depth & maximum spacing 8')
☐ Concrete piles
(Site specific engineered foundation)
☐ Screw piles
(Site specific engineered foundation)

*Anchorage to ground is required

Beam Size:

- ☐ 2" x 6"
☐ 2" x 8"
☐ 2" x 10"
☐ 2" x 12"
☐ Other: _____

No. of Plies:

- ☐ 2 ply
☐ 3 ply
☐ 4 ply
☐ 5 ply

Beam Span: (Column Spacing)

(Distance between columns supporting beams)

- ☐ Less than 6' ☐ 10' - 11'
☐ 6' - 8' span ☐ 11' - 12'
☐ 8' - 9' ☐ 12' - 13'
☐ 9' - 10' ☐ 13' - 14'
☐ Other: _____

Beam Cantilever: (beam overhang distance past column)

- ☐ _____ inches

Decking Material Type:

- ☐ Wooden Deck Boards (Treated or Cedar)
☐ Composite
☐ Vinyl
☐ Other: _____

Stair Stringers Made of:

- ☐ Pressure Treated Lumber
☐ Metal
☐ Other: _____

Number of Stair Risers:

- ☐ 0 - 3 ☐ 4 - 9 ☐ 10 or more