

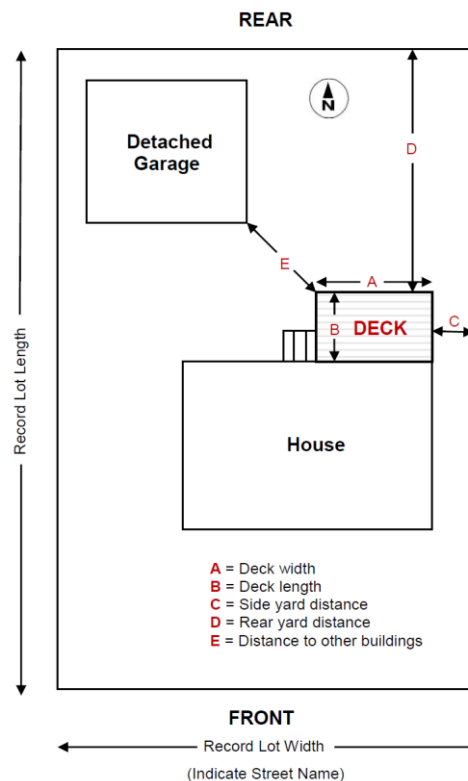
## Project Information

<b>Municipality:</b> _____	<b>Project Type:</b> _____
<b>Building Owner:</b> _____	<b>Cell Phone:</b> _____
<b>Job Site Address:</b> _____	

### (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.)

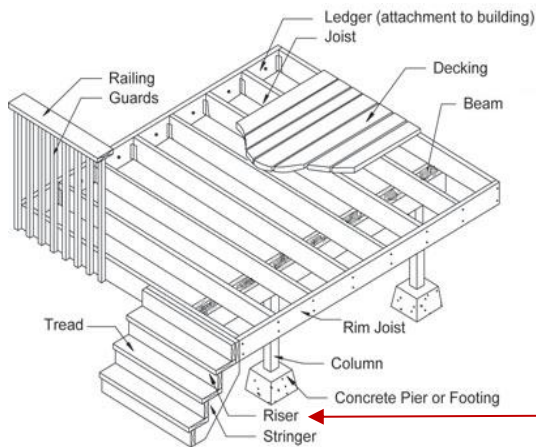
### Site Plan Example:



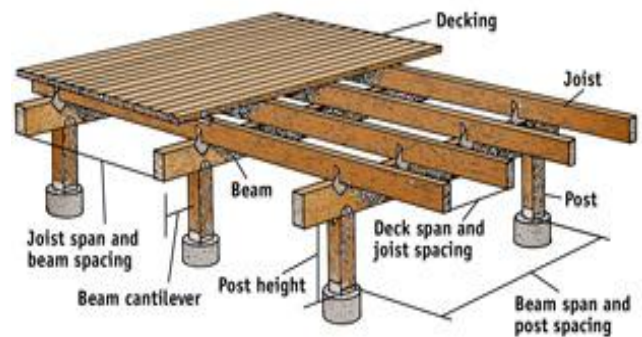
**(2) Provide a SKETCH of the deck plan on a separate sheet, indicating:**

- ☐ 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:**

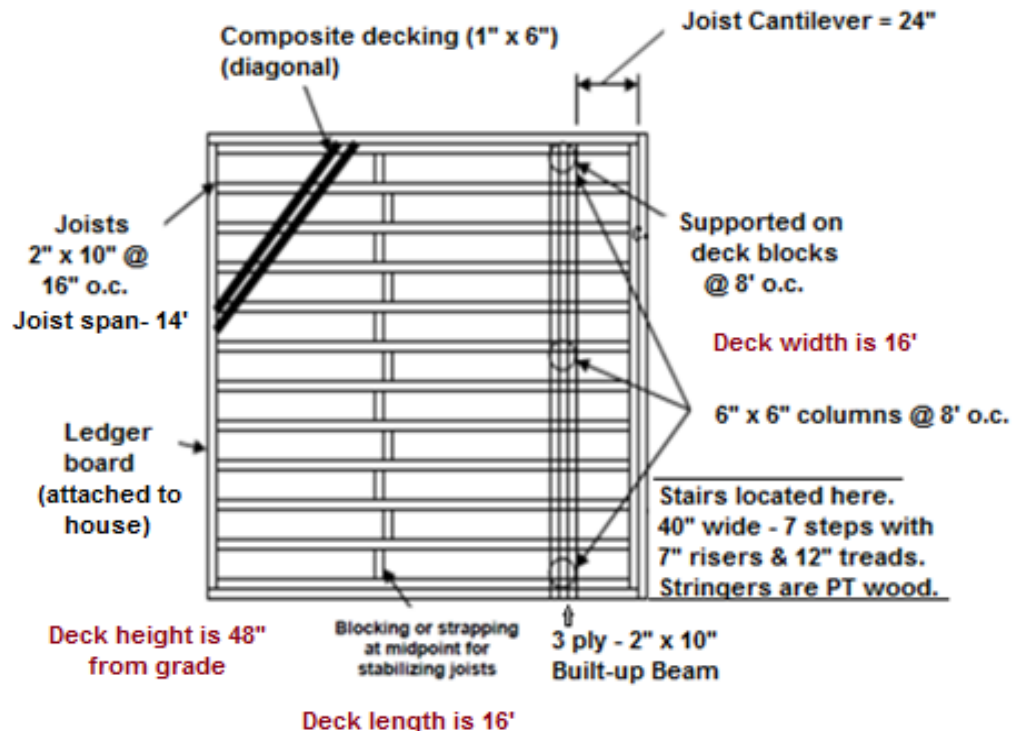


**\* Note:** Wall and/or guards are required on both sides of the stairs if there are 4 or more risers.

**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 and stair handrails required)  
☐ Over 13'-9" (42" high guards designed to be non-climbable)

**Clearance from Deck to Overhead Wires:**

- ☐ \_\_\_\_\_ feet (from walking surface to wires)

**Hot Tub:**

- ☐ Yes (Engineered deck framing required)  
☐ No

**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"):**

\_\_\_\_\_ " X \_\_\_\_\_ "

**Column (Post) Height:**

- ☐ Less than 24"  
☐ 24" - 72"  
☐ Over 72"

**Foundation Support:**

- ☐ Site specific concrete pile engineered foundation  
☐ Site specific screw pile engineered foundation

**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

**Building Roof Over Deck:**

- ☐ Yes-Trusses (Engineer foundation & roof truss designs req'd)  
☐ Yes-Rafters (Engineer foundation designs are required)

**Roofing Material:**

- ☐ Plywood      ☐ Chip board      ☐ Strapped  
☐ Shingles      ☐ Tin  
☐ Other: \_\_\_\_\_

**Deck Enclosure? (If yes, indicate if insulated or not)**

- ☐ No  
☐ Yes – Wood frame enclosure  
☐ Yes – Manufactured sunroom enclosure  
☐ Not insulated  
☐ Insulated (require energy code compliance)