DECKS – Residential
BUILDING PERMITS REQUIRED

Please be advised that building permits are required in the City of Waterloo for all decks.

- If the deck is 24" or higher above grade (measured to top of walking surface)
- If the deck has a roof
- If structural alterations are being made to an existing deck
- If an existing deck is being replaced

PERMIT APPLICATION PROCESS

Fees and Timing:

- The current building permit fee is $75.00 for each deck
- A refundable deposit is also collected on the permit in the amount of $100.00
- Fees are to be paid at the time of application (cash, cheque and debit accepted)
- Allow 10 business days to issue or refuse a permit application

Forms:

- "Permit Application – Pool, Hot Tub, Deck, Shed, Detached Garage Information" form which is available on the City of Waterloo website (first 2 pages required)
- "Schedule 1 Designer Form" completed by the person responsible for the design.

Drawings and Documentation (two copies):
ALL DRAWINGS MUST INCLUDE DECLARATION, DATE, NAME, SIGNATURE AND BCIN # (IF APPLICABLE)

- Property survey of your lot showing the location of the deck and dimensions to all lot lines
- Manufacturer information and approved engineering details for any aluminum or glass guard system and/or composite decking materials
- Deck package drawings with all blanks filled in **OR** Deck drawings including:
  - ✓ Plans showing overall dimensions, beam sizes, ledger board, joist size and spacing, post spacing and location of stairs (if applicable)
  - ✓ Elevations/Sections showing size, spacing and depth of piers/footings, size of posts, height and construction of guardrail.

Designer Qualifications:

- BCIN Designer
- Homeowner
- Architect/Engineer
- Other individual familiar with OBC requirements and willing to take legal responsibility for design (only for decks under 538 square feet)

Questions? Please contact the Building Standards general inquiries line at 519-747-8712 for more information.

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Design Tips:

- The maximum cantilever (overhang of joists) is 2'-0"
- Piers must be a minimum of 4'-0" deep. If piers are within 4'-0" of home then they must be as deep as the existing house footings.
- Ledger boards must be the same size as floor joists
- For decks 5'-11" or shorter the guard is required to be 35" high, if the deck is 6'-0" or higher the guard is required to be 42" high.
- Beams are not permitted to bear off house
- Cedar is not a permitted lumber type for structural components of a deck
- If a privacy fence is being built in replace of a guard it must be constructed of minimum 5/4" deck boards (not fence boards)

Required Building Inspections:
Footing Inspection – Once the holes has been dug, but prior to being filled
Final Inspection – When the deck and guard are completely finished

Zoning:
Prior to applying for a building permit, please verify with the specific zoning provisions for your property by calling 519-747-8752 or checking online at:
http://city.waterloo.on.ca/desktopdefault.aspx?tabid=775

GRCA:
If your property is located within the Grand River Conservation Authority's flood plain a separate approval may be required before issuance of a building permit

Call before you Dig

Bell Canada	1-800-400-2255
Rogers Cable	1-888-764-3771
Union Gas	1-519-885-7429
Waterloo North Hydro	1-519-888-5577

Are you installing a guard system or decking material other than pressure treated lumber? If so, additional information such as a CCMC approval or design from a professional engineer will be required. Please see below a few examples of approved systems.

Examples of Approved Composite Decking Manufacturers:
Formadek Vinyl Deck Boards
Latitudes (Veranda) Wood/Plastic Composite Deck board
Trex Wood-Polymer Composite Lumber

Examples of Approved Guard Systems:
Stiles
Regal Aluminum Products
Railblazers Aluminum Railing System
Deckorators Railing Systems

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