



## **Building a Deck Information Guide and Process**

### **When is a building permit required for a deck?**

1. If the deck (new or replacement) is 24" high or greater above finished grade.
2. A permit is also required if structural renovations will be made to an existing deck.

### **Drawing requirements for a building permit application**

1. A copy of the property survey or site plan of your lot.
  - a. Please draw on location of deck with dimensions to lot lines
2. Deck drawings (drawings to be to scale and dimensioned).
  - a. Plan view showing posts, floor joists, beams, stairs, and landings.
  - b. Foundation Plan
  - c. Floor Plan (framing)
  - d. Cross-section and detail of guards
  - e. Lot grading, drainage and servicing plan, where applicable
3. Fully completed application form

### **Note: One set of construction drawings are required if not submitting electronically.**

Electronic submissions are to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale. Drawings to be a maximum size of 11" x 17" and shall be complete, fully dimensioned and to scale.

PDF submissions shall have layers unlocked to permit mark-ups and additional notes by the Chief Building Official or designate.

### **Where to apply for building permit**

All Building permit applications along with supporting documents may be submitted by email to [building@wellington-north.com](mailto:building@wellington-north.com). If you do not have access to a method of emailing building permit applications, there is a drop box at the Municipal Office at 7490 Sideroad 7 W, Kenilworth, ON.

**Office Hours:**  
Monday to Friday  
8:30 a.m. – 4:30 p.m.

**Any Questions?**  
Phone: 519-848-3620, Ext. 5  
Web: [www.wellington-north.com](http://www.wellington-north.com)

### **Cost of building permit**

Refer to [Fees & Charges: Various Services By-Law, Schedule "B"](#) for most recent fees. We accept cheque, cash, debit or electronic transfer to [accounting@wellington-north.com](mailto:accounting@wellington-north.com) as methods of payment. This includes the review of drawings, the building permit and building inspections.

### **Processing Time Line**

Once a **complete** permit application is received, the permit will be reviewed within a maximum of 10 business days.

## **Required Building Inspections**

Building inspections are booked a minimum of 24 hours in advance, by calling (519) 848-3620, Extension 5. YOU MUST QUOTE YOUR PERMIT NUMBER TO BOOK THE INSPECTION.

Required inspections include:

- Excavation/footing inspection – Once the holes have been dug, but prior to concrete being poured
- Structural Wood Frame inspection – Once the framing is complete (posts, beams, joists)
- Final Building inspection – When the deck and guard/railing are complete.

## **Additional Reference Material**

- [Planning Your Project](#)
- [Building Permit By-Law 142-22](#)
- [Zoning By-Law 66-01](#)
- [Wellington County Mapping](#)
- [Building Permit Application](#)