



DECK or PORCH – PROJECT GUIDE

Applicant & Designer: The following guideline will assist in preparing a complete application, and refers to required drawings based on project type, from the Town of Smiths falls Building By-Law.

- **Designer;** Prepare **Two (2) Full Sets of Working Drawings** dimensioned/detailed to scale:

Site Plan Design; to meet Town Zoning By-Law & any other related approvals:

- Property Site Plan; Overall lot dimensions/area, north, proposed building located by lot line setbacks, all existing structures, streets, laneway, services, utilities, easement, etc. Note: If available, provide copy of existing Land Survey to assist site plan review.
- Zoning Fact; Deck or Porch stairs less than 1.0m (3'-3") high may project into yards up to max. 8.5m (27'-10") provided the unenclosed area width is less than 3m (9'-10"), subject to Planning department review of section 2.12.4 consideration.

Structural Building Design; to meet Ontario Building Code & Town Building By-Law:

- Foundation Plan with Deck floor framing layout; Dimension footings, beam/joist spans;
- Deck Floor Plan; Dimension frame, locate stairs and specify type of guards/handrail.
- If any Upper Deck Floor Plan; Detail supporting frame and type of guards/handrail.
- Building Elevations; Show front/side view of new deck or porch, with height to grade.
- Building Cross-section Detail; Structural size/connection of foundation type/depth, post size & anchorage/bracing, beam and joist sizes/cantilever, ledger board tie-in detail.
- Designer to complete the form of 'Schedule 1: Designer Information'

Engineer Design; Required if Ontario Building Code requirements are not met. (ie. A deck ledger support at house where proposed through brick/stone veneer may be subject to Engineer Approval.)

- **Applicant:** File form '**Application for a Permit to Construct**' with above drawings;
 - If Agent signs application; Owner to authorize agent to act on their behalf (consent letter);

On section A. Project Information of the application form;

- Area of Work (Square Feet) from Designer calculation
- Project Value (\$) for all Labour, Materials, Services & Equipment to complete work in full
- Permit Fee initial payment by debit/cash/cheque as per the Building By-Law fee schedule
- Final permit Fee due prior to permit pickup of the issued building plans

Note: This is a general list only for average project; Other information may be required. 10/20