



## Deck – Information Sheet

Building permits are required for all decks except when a deck:

- Is less than or equal to 200mm (8") above grade, or
- is less than or equal to 2.25 sq m (25 sq ft) and less than or equal to 600mm (24") above grade.

**Application Fee: \$125.00**

### **Additional Applicable Fees:**

The following fees are applicable and must be paid prior to release of your permits:

1. Residential Building Permit **Greater of \$100 or \$ 5.50/1000 construction value**  
**Where work for which a permit is required has commenced prior to the issuance of such permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000, whichever is less.**

### **Application Requirements:**

The following is required in order to make and process an application:

- a) a completed **application form** and receipt of full payment of the **application fee**;
- b) submission of **applicable deck worksheet (attached) or one (1) full set of construction plans**. All drawings should:
  - show the owner's name, project name and date;
  - be drawn to scale and the scale should be noted;
  - include legible letters and dimensions;
  - where required, an architect's or engineer's stamp must be included;
  - clearly show the location of existing and new construction

Note: Engineered plans for elevated and/or covered patios/decks may be required depending on its height, size, slope, foundation type and/or geotechnical requirements.

- c) a scaled **site plan or Google Earth/Maps image or equivalent**, showing in detail the site proposed for development including the following:
  - north arrow;
  - boundaries of the parcel including approximate dimensions;
  - location and dimensions of existing and/or proposed buildings, structures and deck, including distances from the property boundaries and adjacent buildings or structures;
  - location of all existing and proposed utilities, easements or utility right-of- ways;
  - the location of all distinguishing physical site features located on or adjacent to the proposed development/construction area including standing water, sloughs, streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.

- d) Locating or relocating affected utilities (i.e. SaskPower, SaskEnergy, telecommunications and septic systems) is the applicant's responsibility. Please contact Sask 1<sup>st</sup> Call and/or the affected utility to determine requirements and/or obtain approval for relocation.
- e) The Municipality reserves the right to require any additional information deemed necessary to ensure that proposed construction meets municipal standards, *National Building Code Standards and The Uniform Building and Accessibility Standards Act and Regulations* and any other applicable codes or regulations.

### **Decision Time Frame:**

The timing associated with the provision of a development and building permit for a deck will be based upon the completeness and quality of information provided on the application. A **minimum of ten (10) business days** is required to review, process and issue a permit. During peak application submission periods, additional time may be required to review, process and issue the appropriate permits. **Please discuss the current processing timelines with planning staff when you submit your application as these are guidelines only.**

### **Permit Validity:**

All permits expire:

- a) one (1) year from the date of issue of the permit if work is not commenced within that period, or
- b) if work is suspended for a period of one (1) year, or
- c) if work is suspended for a period of longer than one (1) year by prior written agreement of the local authority or its authorized representative.

If you require an extension to your development and building permit please contact the R.M. Planning Department at least 30 days prior to expiry of your permit.

*Disclaimer:* The information provided is not intended to remove or replace established bylaws and should not be given any legal status. The original bylaws, policies, and regulations should be consulted for official purposes.



| For Office Use Only |  |
|---------------------|--|
| Date Received:      |  |
| Receipt Number:     |  |
| Amount Paid:        |  |

## Development & Building Permit Application Form – Deck

1) **Applicant Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

2) **Landowner Name:** (same as applicant 

3) **Contractor Name:** (same as applicant 

4) **Legal description of land**  
All/Part of the \_\_\_\_\_<sup>1</sup>/<sub>4</sub>, Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, W3  
LSD(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ CU \_\_\_\_\_  
Civic Address (if applicable) \_\_\_\_\_

5) **The proposed development includes (Check all that apply):**  
New Construction       Addition to Existing       Covered/Partially Covered\*

\*If covered/partially covered, additional construction details regarding the overhead and supporting structure will be required.

6) **Deck Construction Details (if multiple decks are being constructed please select and list all details that apply):**

a. Front Deck Area: \_\_\_\_\_ sq. ft. Construction Value: \$\_\_\_\_\_

b. Rear Deck Area: \_\_\_\_\_ sq. ft. Construction Value: \$\_\_\_\_\_

c. Side Deck Area: \_\_\_\_\_ sq. ft. Construction Value: \$\_\_\_\_\_

7) **Declaration by Applicant**

I, \_\_\_\_\_ of \_\_\_\_\_  
in the Province of \_\_\_\_\_, solemnly declare that all of the above statements within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

8) **Declaration by Landowner**

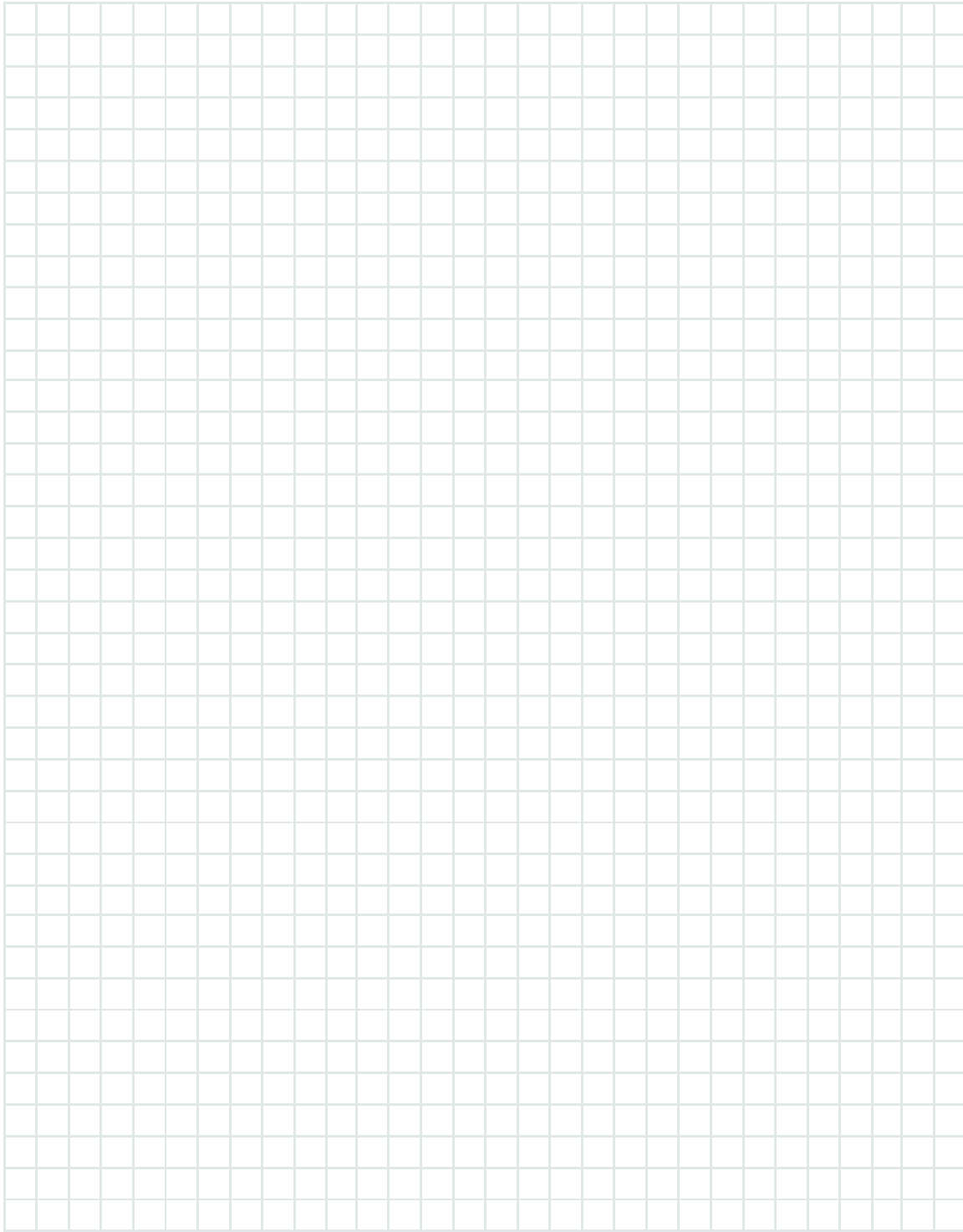
If the applicant is not the registered owner of the subject property, the owner of the property must also sign the application form or provide a letter of consent for the application to be processed.

I, \_\_\_\_\_ of \_\_\_\_\_  
in the Province of \_\_\_\_\_, solemnly declare that I am aware of and support the application of \_\_\_\_\_ on my land(s).

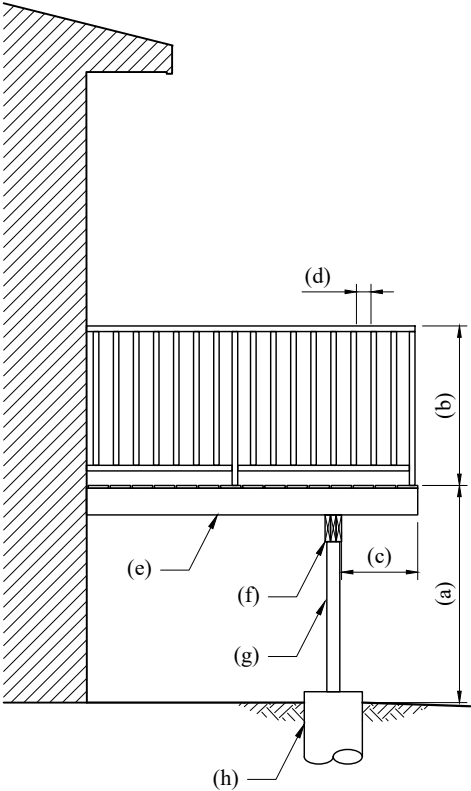
I further agree to indemnify and hold harmless the Municipality from and against any claims, demands, liabilities, costs or damages related to the development undertaken pursuant to this application.

DATE: \_\_\_\_\_ LANDOWNER SIGNATURE: \_\_\_\_\_

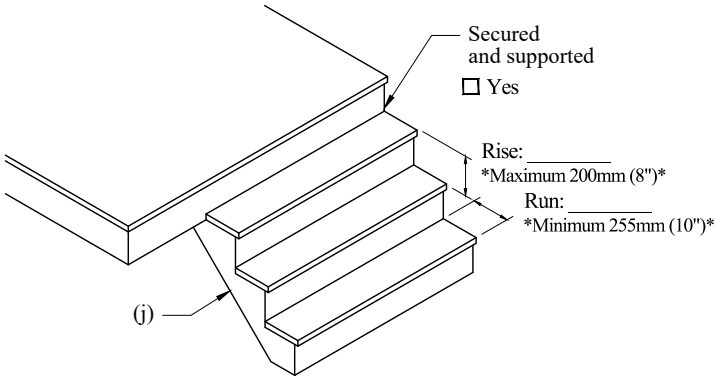
# Site Plan



# DECK WORKSHEET



**DECK**



**NOTE:** Handrail required when more than 3 risers.

**STAIR**

**Please complete the following:**

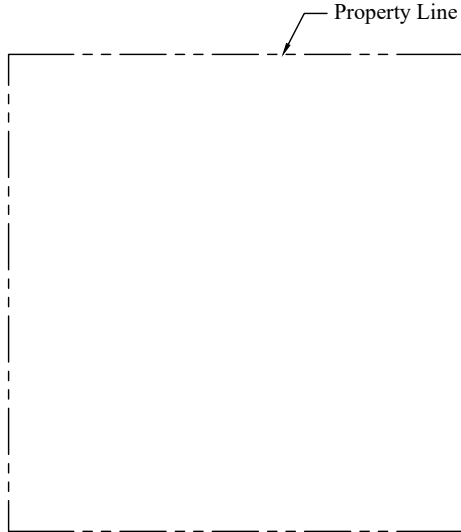
**DECK DESIGN:**

- (a) Deck Height: \_\_\_\_\_  
\*Guardrail required when deck height is > 600mm (24") above finished grade\*
- (b) Guardrail Height: \_\_\_\_\_
- (c) Cantilever: \_\_\_\_\_  
\*Maximum 600mm (24")\*
- (d) Maximum 100mm (4") spacing

**DECK CONSTRUCTION:**

Guardrail Construction (check all that apply)

- Glass       Vertical Spindles
- Wood         Horizontal Spindles  
                  \*permitted when deck is < 4.2m (13'-9")\*
- Metal
- (e) Joist Size: 2x \_\_\_\_\_  
Material: \_\_\_\_\_
- (f) Beam Size:     2     3     4    - 2x \_\_\_\_\_  
Material: \_\_\_\_\_
- (g) Column Size:  4x4       6x6  
Material: \_\_\_\_\_  
Number of Columns: \_\_\_\_\_
- (h) Foundation:
  - Deck Blocks
  - Piles: Diameter \_\_\_\_\_ x Depth \_\_\_\_\_
- (j) Stringer Size: 2x \_\_\_\_\_  
Material: \_\_\_\_\_  
Number of Stringers: \_\_\_\_\_



**SITE PLAN:**

Sketch house footprint and deck location and indicate the following:

- Overall dimensions of deck
- Distance to property lines
- Location of beams
- Location of columns

| JOIST SPANS |          |          | 2 PLY BEAMS  |       |        |        | 3 PLY BEAMS  |        |        |
|-------------|----------|----------|--------------|-------|--------|--------|--------------|--------|--------|
| Joist Size  | 16" o.c. | 24" o.c. | Joist Length | 2 x 6 | 2 x 8  | 2 x 10 | Joist Length | 2 x 8  | 2 x 10 |
| 2 x 6       | 9'-0"    | 8'-2"    | 8'-0"        | 6'-7" | 8'-5"  | 10'-3" | 8'-0"        | 9'-10" | 12'-7" |
| 2 x 8       | 11'-2"   | 10'-7"   | 10'-0"       | 6'-1" | 7'-6"  | 9'-2"  | 10'-0"       | 9'-2"  | 11'-3" |
| 2 x 10      | 13'-5"   | 12'-9"   | 12'-0"       | 5'-8" | 6'-10" | 8'-4"  | 12'-0"       | 8'-5"  | 10'-3" |

|  |                     |
|--|---------------------|
| <p><b>Owner's Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Municipality:</b> _____</p> | <p>Provided by:</p> |
|--|---------------------|