



TOWN OF RICHMOND HILL
RESIDENTIAL PERMIT APPLICATION
PROCESS & SUBMISSION REQUIREMENTS
FOR DECKS

DOCUMENTS / ITEMS REQUIRED AT TIME OF APPLICATION

1. REFER TO ‘SUBMISSION REQUIREMENTS’ – see below
2. PERMIT FEES – \$100.00 flat fee (cash, cheque or debit accepted)

GENERAL INFORMATION

1. A Building Permit **is required** for all decks where one or more of the following applies:
 - The deck is attached to a building (i.e. the house)
 - The deck is more than 600 mm (2 ft.) above average grade, or
 - The deck is greater than 10 square meters (108sq. ft.) in area.
2. Decks are subject to Zoning By-laws with respect to setback requirements. It is advisable for owners or their agent to check with a Zoning Examiner before deciding on the overall size and or location of the deck.
3. The Ontario Building Code does not allow the attachment of decks to brick veneer. Details other than an attachment to brick veneer must be submitted with the permit application.

CONTACT INFORMATION

Town of Richmond Hill

- Regulatory Services, 4th floor - Tel. # (905) 771-8810 (Zoning & General permit inquires)
- Development Planning, 4th floor - Tel. # (905) 771-8910 (Site plan approvals or amendments)
- Policy Planning, 4th floor - Tel. # (905) 771-8910 (Heritage Richmond Hill)

Other Agencies

- T.R.C.A. Tel. # (416) 661-6600

SUBMISSION REQUIREMENTS

Note: All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work
PRE APPROVALS – where applicable
Executed Site Plan Agreement or amendment - Planning & Development (for properties within site plan control areas)
Heritage Richmond Hill (for designated properties)
T.R.C.A. (for properties within regulated areas)
REQUIRED DRAWINGS (2 COPIES)
Current property Site plan or survey showing the proposed deck and the proposed setbacks (dimensions from the deck to side and rear property lines)
Plan view of the deck showing where the deck connects to the building (i.e. house)
Section of the deck showing heights and connection details
Drawings shall indicate the following:
Type of materials to be used to construct the deck (i.e. type of wood)
Height of deck above average grade
Joist – size, spacing and direction
Beams – size, spacing and direction
Foundation – size, spacing (minimum depth 1200 mm / 4 ft. below grade and to undisturbed soil)
Columns – size and spacing
Connection to the house
• The Building Code does not permit a deck to be connected to brick veneer – the load must be transferred to the foundation wall
Guard / rails – height, spacing, connection details and type (Plastic guards are not permitted unless approved by CCMC)
Stairs – connection details and stringers size and spacing
FEES - Permit fees as per By-Law 71-10 - \$100.00 flat fee
DESIGNER INFORMATION - attached Ministry of Housing form to be completed
Designer information on all drawings and documents – BCIN# and statement of responsibility for design, Architect or Professional Engineer stamp where applicable
Note: The drawing may be prepared by the home owner or by any one of the above mentioned qualified designers