WELLINGTON NORTH
SEMPER PORRO

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

Building permit applications along with supporting documents may be applied for Online through Cloudpermit or by email to 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 and at 146 George St., Arthur, 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

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 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