

Document Submission Checklist Decks: Attached or Detached

Pursuant to Section G of an application to Construct or Demolish

Applicant's Name	Address of Project	Date
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The following is a list of drawings/documents required for the submission of an application for a building permit.

Description	Required	Provided	Comments
Detailed Construction Drawings (includes plan view, elevations, section) * Typical Drawings may be eligible here.	✓		* Plan view to include size and span of joists and beams, size and spacing of posts, size and type or piers/footings. *Typical Drawings available on website for square & rectangle decks
**Plot Plan or Survey – Scaled with setbacks	✓		**Sample Plot Plan available on Website.
Schedule 1 Designer Information	✓		When using Typical Drawings package from the website, A Schedule 1 must be completed and signed by the Owner of the property.
Letter of Authorization	✓		Is required if you as applicant are not the Owner of the property and must be signed by the Owner of the property.
Written Cost Estimate	✓		Required if you as the applicant are not the Owner of the property. This estimate should include material, labour, designer/consulting fees and HST.
Checklist	✓		A copy of this checklist with completed checkboxes is required as part of your application.
Health Unit Approval	✓		Required at time of application for all properties without or only partially serviced by Municipal Sewer and Water – Please contact Public Health Sudbury & Districts for more information. 705-522-9200

**Please be advised that additional information may be required following a full review of your application.*

Please be advised:

According to the building code and the City's building by-law, if this application is incomplete, it may be either:

- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the building code within which the permit must be issued or refused.

HELPFUL HINTS

***Typical Drawings may not be used for decks wrapping around pools or with irregular shaping**

If you are planning on building a square or rectangular deck the drawing(s) you may be able to use our Typical Drawings to upload for your application.

These are listed as ***Attached Deck or Detached Deck Greater Than 6'(1.8m) High or Detached Deck Less Than 6'(1.8m) High*** on the *Building Permit Resources Page* of our website. Simply fill out the information in the drawing type that matches your project and upload to your *PRONTO* account as part of your application when you are ready to apply!

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MORE HELPFUL HINTS

The **Schedule 1: Designer Information** form can be found under **Supplementary Forms** on the *Building Permit Resources* page of our website. If you are the Property Owner, simply complete Sections A & B, & in Section D, check the third checkbox, filling the “Basis of exemption from registration and qualification line with “HOMEOWNER”, Date, and Sign. Now you can upload this document to your application in PRONTO!

Decks with Pre-Engineered Guard Systems (eg: Glass or Steel Railings and Posts) You will need to supply a copy of the *Pre-Engineered Drawings for the Guard System*.

Decks with Helical Piles (Screw piles) **or Composite Decking**, you will need to supply a copy of the Approval Documents as required (CCMC, BMEC or Minister’s Ruling) You will also require a *Commitment Certificate* for the Engineer responsible for the review of the Helical Piles which you can often acquire from the company installing your Helical Piles – *Please Contact Building Services by calling 705-674-4455 Ext. 4278 for more information.*

Not sure where to start? Don’t know what you need to get your application ready for PRONTO?

Let us help!

Visit the One Stop Services Centre located on the Main Floor of Tom Davies Square where staff are ready to assist you with your application questions.

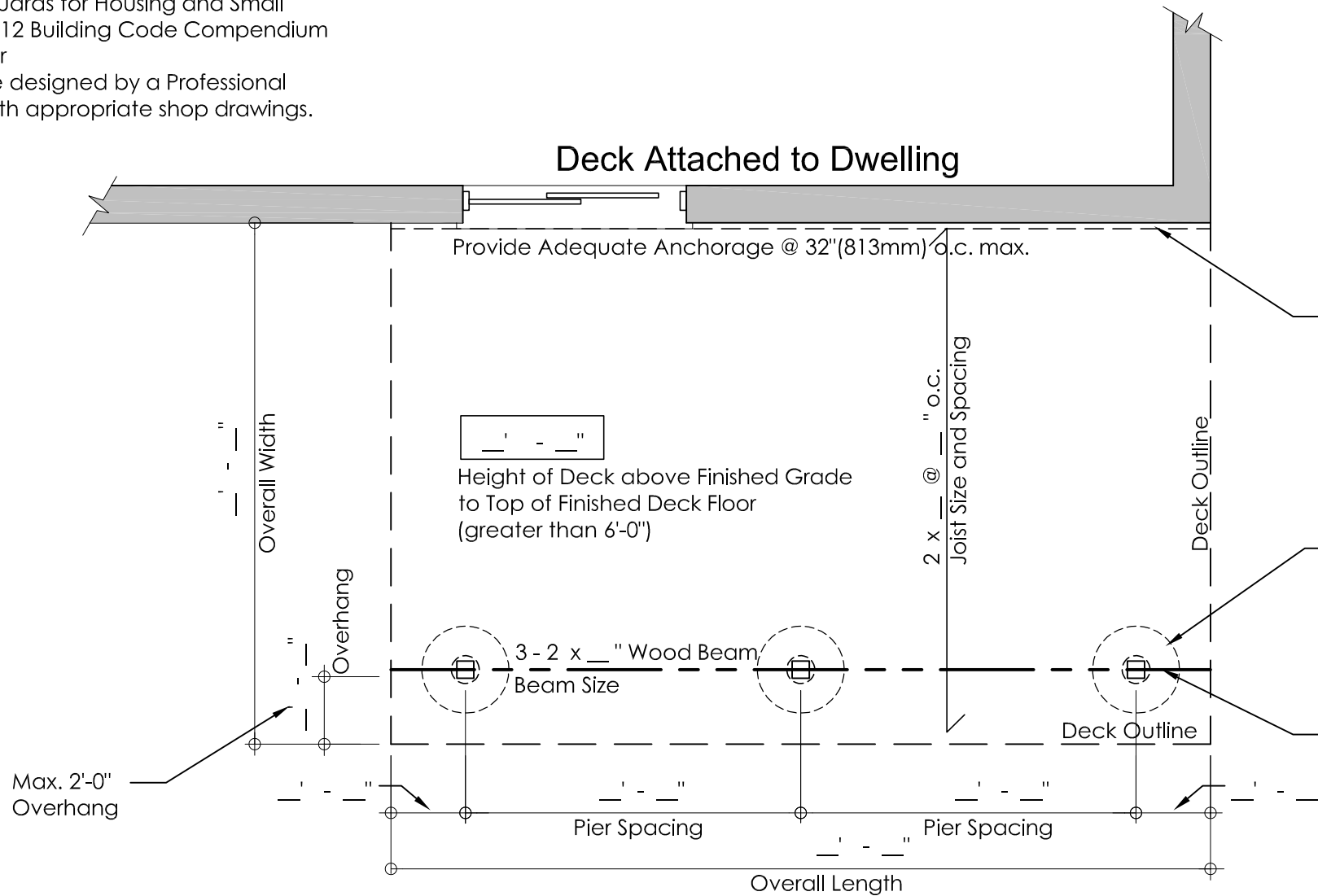
Contact Building Services by calling 705-674-4455 Ext. 4278 for more information.

Attached Deck Size _____ x _____

Exterior Guard Construction as per Supplementary Standard SB - 7 "Guards for Housing and Small Buildings" of the 2012 Building Code Compendium

or

Provide alternative designed by a Professional Engineer along with appropriate shop drawings.



Notes:

Ledger board lag bolted to Foundation Wall or Rim Board w/ 1/2" Ø (12.7mm) bolts @ 32" (813mm) o.c. max. into Solid Masonry or Concrete.

Deck Floor Joists secured with Joist Hangers to Ledger Board

6" x 6" Pressure Treated Posts Supported on either Concrete Piers with Bigfoot Base, Concrete Pad Footings or Approved Helical Piles

Beam Size will be Determined by Distance between Supporting Posts

NOTE:

It is the Contractor's responsibility to ensure that all construction conforms to the requirements of the Ontario Building Code. Notations made on these drawings are for your information and assistance only and do not necessarily comment on all areas of construction.



Attached Deck

Deck Plan

Scale: nts

DRAWN BY: E.P.

DATE: 14/02/23

AD-1
SHEET



<Company Name>
 <Address>
 <Address>
 <Address>
 <Contact Number | Contact Number>
 <Default Email Address>
 <Website Address>

Construction Estimate Template

ESTIMATE NUMBER	DATE
FT018519	MM/DD/YYYY

SITE INFORMATION
 <Address>

CONTACT PERSON	CONTACT NUMBER	EMAIL ADDRESS
<Contact Person>	<Contact Number>	<Email Address>

Work Description	Type	Quantity	Unit	Unit Price (US\$)	Amount (US\$)
Erosion Control	Civil	1	Lot	510.00	510.00
Temporary Drivers & Sidewalks	Civil	2	Lots	400.00	800.00
Decomposed Granite, Sod Rock	Concrete	1	Lot	375.00	375.00
Top Soil Covering	Concrete	1	Lot	620.00	620.00
Building Masonry	Masonry	1	Lot	1,300.00	1,300.00
Screen Walls	Masonry	1	Lot	850.00	850.00
Retaining Walls	Masonry	4	Lots	375.00	1,500.00
Stone & Architectural Enhancements	Masonry	1	Lot	2,100.00	2,100.00
Main Gate	Steel	1	Lot	900.00	900.00
Service Gate	Steel	2	Lots	450.00	900.00
Steel Door Garage	Steel	1	Lot	900.00	900.00
Supervision & Administration	Misc.	1	Lot	500.00	500.00
Work Permit	Misc.	1	Lot	300.00	300.00
Hauling & Cleaning Fee	Misc.	1	Lot	730.00	730.00
TOTAL AMOUNT					12,285.00
				SALES TAX 12%	1,474.20
				DISCOUNT 3%	368.55
TOTAL AMOUNT DUE					13,390.65

This above is an estimate based on our inspection and does not cover any additional parts or labor which may be required after the work has been started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Estimates on parts and labor are current and subject to change.

PREPARED BY _____

SIGNATURE _____

DATE _____

CONFORME _____

SIGNATURE _____

DATE _____

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number	Cell number	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____ Date		_____ Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

LETTER OF AUTHORIZATION

I/WE, IT

Name of Registered Owner

No. Street City/Town Postal Code

Telephone Number

BEING THE REGISTERED OWNER OF THE BUILDING/LAND LOCATED AT:

ADDRESS _____
No. Street City/Town Postal Code

LEGAL DESCRIPTION _____
Township Lot Conc Parcel

Plan Lot Reference Plan Part

GIVE MY PERMISSION TO:

Name of Business/Individual Applying on Behalf of Registered Owner

No. Street City/Town Postal Code

Telephone Number

TO APPLY FOR A BUILDING PERMIT, ON MY BEHALF, TO CONSTRUCT/DEMOLISH:

Brief Description of Work

DECLARATION

I/WE, _____, Registered Owner(s), solemnly declare that the information above-stated is to the best of my knowledge and believe true, and acknowledge that the building permit could be revoked if certain procedures of the Building Code Act are contravened.

I further agree to assume responsibility for the construction unless the agent is performing work as a registered builder under the Ontario New Home Warranty Program.

IF YOU ARE DEMOLISHING A STRUCTURE, PLEASE NOTE THE FOLLOWING:

I acknowledge I am aware that pursuant to Section 357 of the Municipal Act, in order to obtain a tax adjustment, a separate application is to be filed at the City of Greater Sudbury, Tax Department, 200 Brady Street, 2nd Floor, Sudbury, ON P3A 5W5, 705-674-4455, extension 2601.

Signature of Owner(s)

Signature of Witness

Date



COMMITMENT CERTIFICATE

THIS FORM TO BE SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Permit Application No.

Project Description: Date:
Address of Project:

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO).

The undersigned hereby certifies that he/she has read and agrees to the above

Form with checkboxes for ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL, SITE SERVICES, OTHER (SPECIFY). Includes fields for Consultant Firm, Signature, Print Name, Address, Telephone, and Fax.

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ACKNOWLEDGEMENT HELICAL PILES

I, _____, the (owners / authorized agent) of _____ having applied for a building permit to construct a _____, acknowledge that I am installing helical piles on the project mention above and agree to adhere to the following requirements:

- 1) The proposed helical piles must be registered with the Canadian Construction Materials Centre (CCMC). Registry can be found at the following URL.

<https://nrc.canada.ca/en/certifications-evaluations-standards/canadian-construction-materials-centre/ccmc-publications/registry/extranet/list>

- 2) The proposed helical piles must be installed by a certified installer.
- 3) Prior to installation of proposed helical piles, I will provide the City of Greater Sudbury, Building Services Department, with a Commitment Certificate form from a Professional Engineer of Ontario who will be providing the general review for the installation of the proposed helical piles. Form can be found at the following URL.

<https://www.greatersudbury.ca/live/building-and-renovating/pdf-files/commitment-consultants-english2-pdf/>

- 4) After installation of the proposed helical piles, I will provide the City of Greater Sudbury Building Services sector with an Engineer's Report as required.

Date

Print Name

Signature

Print Name

Signature