

Building a New Attached or Detached Deck

Required Documents:

1. **Application to Construct or Demolish Form** (See the how to fill out guide on the website)
2. **Completed Schedule 1** (completed by owner if designing own house, or by designer if they are preparing the plans. See the how to fill out guide on the website.)
3. **Grading Plan / Site Plan** (slopes, site drainage, setbacks, driveway location, power supply location, decks, other buildings, property lines etc. Sample is located on our website)
4. **Drawings (2 sets)** (Foundation plan / Floor plan, Elevations, and 2 cross sections. Remember each type of deck has different requirements, please visit our how to sections for decks with and without footings for more information)
5. **Fees** (As calculated from the fees section on our website)
6. **Letter of Authorization** (only required if someone else is applying for the permit on owners behalf. You can find this form on our website)
7. **3rd Party Approvals** (Occasionally you may need Health Unit approvals, Rideau Valley Conservation Authority Approvals or other similar items for your permit. This will be discussed upon consultation with the Chief Building Official (CBO) when you bring in your application. You are also encouraged to contact the CBO while in planning stages for pre-consultation.