



## Permit Application Roadmap – Deck with Roof

In order to adequately and efficiently process a building and development permit application, the following information is required to be submitted electronically to the municipal office (some offices may accept paper submissions).

<b>R E Q U I R E D</b>	<p>1. <b>Permit Application:</b> Contact Municipal office or website.</p> <ul style="list-style-type: none"> <li>• Ensure all contact info including email address is provided.</li> <li>• Ensure to include Civic Address along with Lot, Block, and Plan, or Legal Land Location when not located in a subdivision.</li> </ul>	
	<p>2. <b>Site Plan</b></p> <p>Show size and location of proposed house, size and location of existing buildings on property, lot dimensions and shape, distance between buildings and property lines, and include a North direction arrow. Often included with full construction plans.</p>	<a href="#">SAMPLE DECK SITE PLAN (to come)</a>
	<p>3. <b>Construction Info – CCA Deck Worksheet or Construction Drawings</b></p> <p>Fill out and submit the CCA Deck Worksheet, or submit detailed construction drawings. Simple decks can reference column spacing, beam locations, and joists spans on the site plan and worksheet. More complicated decks (more than 1 beam, different tiers, etc.) may require a more detailed ‘plan view’ that shows location of columns, beams, and joist spans</p>	<a href="#">WS-DECKS</a>

### Additional Reference Material:

	Deck Construction Information / FAQ	<a href="#">BCB – DECK CONSTRUCTION INFO</a>
	How to build a Built-up Wood Beam	<a href="#">BCB – BUILT-UP WOOD BEAMS</a>
	Screw Piles	<a href="#">BCB – SCREW PILES (to come)</a>

APPLYING FOR A BUILDING PERMIT DOES NOT EQUATE TO PERMISSION TO START CONSTRUCTION – BUILDING PERMITS WILL BE ISSUED BY THE MUNICIPALITY ONCE ALL ZONING AND BUILDING APPROVALS ARE COMPLETE. Plan reviews will not begin until all required information has been submitted (e.g., the permit turn-around time ‘clock’ does not start just because a permit application has been submitted, but information is missing, irrelevant, or incorrect).