



NEW DECK – No 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).

The applicant is required to check every box and initial where required to indicate that they fully understand what information is required for a complete application, and all components of building a deck. Failure to check any boxes or sign below will result in the application being tabled until all information is received. If the applicant does not understand the questions being asked, a qualified contractor or designer is required. CCASK cannot be a design resource for owners / applicants.

	REQUIRED DOCUMENTATION / DESCRIPTION	RESOURCES / WORKSHEETS / HELPFUL INFORMATION
R E Q U I R E D	☐ Permit Application: Ensure all contact info including email address is provided. Ensure to include Civic Address along with Lot, Block, and Plan, or Legal Land Location when not located in a subdivision.	Provided by municipal office, or CCASK online application where acceptable to the municipality.
	☐ Site Plan Show size and location of the house and the shape, size and location of the proposed deck.	SAMPLE SITE PLAN
	☐ Construction Details Fill out and submit the Deck 'fill-in-the-blanks worksheet.	DECK – FIB WORKSHEET
	Area of primary deck is: _____ ft ²	Area of secondary deck (if applicable) is: _____ ft ²
	Height of primary deck is: _____ inches	Height of secondary deck (if applicable) is: _____ inches
	Compliance Verification Initials:	Initialing each construction detail is required for an accelerated permit application and puts onus the applicant for compliance which will be reviewed on site.
		All posts are to be supported on appropriate concrete pad / block supported on flat level compacted surfaces (decks higher than 72" above grade or where supporting roofs require piles).
		Posts shall support the full width of beams, and shall have lateral bracing if more than 24" to underside of joists (knee bracing, mechanical bracket, or similar; toe-nailing is not adequate).
		The ledger board must be secured to the house with lag bolts (GRK or similar), 1 bolt every 16" or 2 bolts ever 32".
		All beam and joist spans are required to comply with the requirements of the NBC span tables, or similar reference documentation such as the Canadian Wood Council. The construction of a built-up beam is complex and includes very specific nailing requirements and allowable joint locations, and if I don't know this, I need to learn how to build one.
	Stair riser heights must all be the same and no more than 7-7/8", tread dimensions must all be the same and no less than 10", and retail stringers (metal or pre-cut wood) may make it extremely difficult to create uniform riser heights.	
	A handrail is required on one side of my stairs if I have more than 3 risers. A flat 2x6 or 5/4x6 is not graspable and cannot be used as a handrail. A flat 2x4 is acceptable, but other smaller material and handrail specific products are better, especially for elderly or young people	
	A guard is required on my stairs, deck, or landing if the height is more than 24" above adjacent ground or surface. Guards shall be no less than 36" high (42" high when deck is more than 72" high). Guards are required to have openings between components (spindles, glass sections, cables, etc.) no more than 4":	

Additional Reference Material:

How to build a Built-up Wood Beam

BCB – BUILT-UP WOOD BEAMS

Screw Piles

BCB – SCREW PILES

Canadian Wood Council: Residential Exterior Wood Deck Span Guide

Canadian Wood Council Website

When is an Engineer Required?

Professionally designed and sealed drawings, or drawings with professional engineer design review and sealed are required for the following conditions:

When the municipality bylaw requires all foundations are designed by professional (engineer or architect).

When any proposed structural components do not comply with the NBC requirements and span tables.

Joist Span Table – S-P-F									
Joist Size	2x6			2x8			2x10		
Spacing	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.
Max Span	9'-10"	9'-0"	7'-8"	13'-0"	11'-5"	9'-4"	16'-2"	14'-0"	11'-5"
Max Cant	16"	16"	16"	16"	16"	16"	24"	24"	24"

2-ply Beam Sizing Table			
Supported Joist Length	2-ply 2x6	2-ply 2x8	2-ply 2x10
8 ft (and less)	6'-7"	8'-5"	10'-3"
10 ft	6'-1"	7'-6"	9'-2"
12 ft	5'-8"	6'-10"	8'-4"
14 ft	5'-2"	6'-4"	7'-9"
16 ft	4'-10"	5'-11"	7'-3"
18 ft	4'-7"	5'-7"	6'-10"
20 ft	4'-4"	5'-4"	6'-6"
Max beam cantilever past post:	12"	12"	16"

Large Beam Sizing Table						
Supported Joist Length	2x8 Beams			2x10 Beams		
	3-ply	4-ply	5-ply	3-ply	4-ply	5-ply
8 ft (and less)	12'-6"	14'-5"	16'-2"	15'-3"	17'-8"	19'-9"
10 ft	11'-2"	12'-11"	14'-5"	13'-8"	15'-9"	17'-8"
12 ft	10'-2"	11'-9"	13'-2"	12'-6"	14'-5"	16'-1"
14 ft	9'-5"	10'-11"	12'-2"	11'-7"	13'-4"	14'-11"
16 ft	8'-10"	10'-2"	11'-5"	10'-9"	12'-6"	13'-1"
18 ft	8'-2"	9'-7"	10'-9"	9'-8"	11'-9"	13'-2"
20 ft	7'-6"	9'-2"	10'-2"	8'-11"	11'-2"	12'-6"
Max beam cantilever past post:	16"	16"	18"	18"	18"	18"

I understand that all information is required to be submitted before my permit application will be reviewed, and that incomplete applications will delay review of my permit application, and that a fee may be charged for incomplete applications.

I understand that *as the owner I am / the owner I represent* is ultimately responsible for compliance with the Construction Codes Act and the Saskatchewan Building Regulations:

Owner / Applicant:

(Owner's rep)

Date: _____

RESIDENTIAL DECK - PERMIT APPLICATION CHECKLIST

Applicant's Name: _____
 Project Street Address: _____

Please fill in all requested information and checkboxes to ensure a proper building code assessment can be completed prior to issuing a building permit.

SITE PLAN:

Please provide a site plan for this project showing your proposed Deck. It is recommended that your proposal be drawn on **photocopied** Real Property Report or Surveyor's Certificate. Do not use your 'only copy' of these documents as the municipality is not responsible for lost or damaged reports.

The SITE PLAN should include the following:

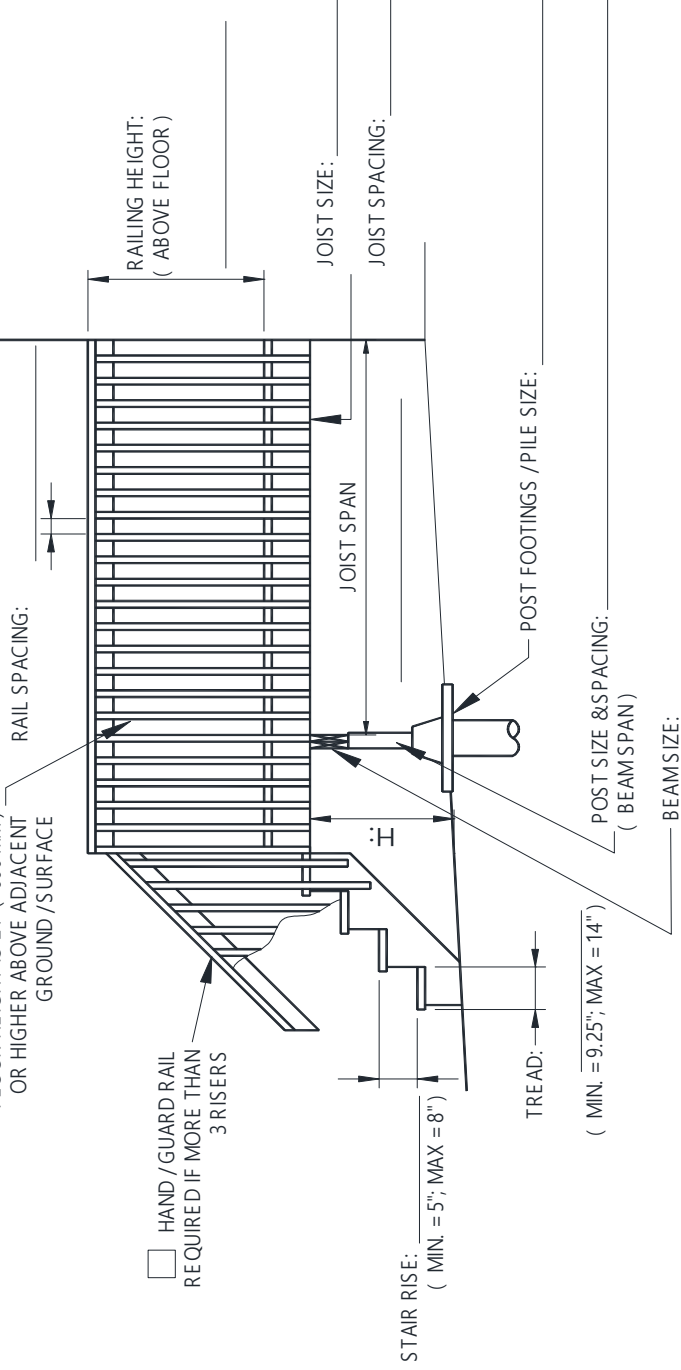
- Size and location of proposed deck.
- Distance to all property lines.
- Dimensions of deck.
- Location of steps & railings.
- All other existing buildings.

☐ Site Plan Attached

GUARDS:
 - SHALL NOT BE MADE 'CLIMBABLE'
 - MIN. HEIGHT "G":
 IF "H" IS BETWEEN
 24" & 72" = 36"
 IF "H" IS > 72" = 42"

☐ GUARD RAIL REQUIRED IF DECK
 FLOOR HEIGHT IS 24" (600 mm)
 OR HIGHER ABOVE ADJACENT
 GROUND / SURFACE

☐ HAND / GUARD RAIL
 REQUIRED IF MORE THAN
 3 RISERS



DECK HEIGHT ("H") ABOVE GRADE: _____

CONSTRUCTION
 CODE
 AUTHORITY



DECK DEVELOPMENT CHECKLIST, PAGE 2
CODE ARTICLES

Article	Description
NBCC 2015	The following NBCC Article descriptions are summaries of the articles and sentences, not the actual NBCC 2015 code article.
9.3.2.9.	Structural wood framing members shall be pressure-treated to resist decay where the vertical clearance between the framing members and the ground is less than 150 mm (6").
9.8.7.1.	A handrail is required for exterior steps with more than 3 risers. The handrail height is to be between 865 mm (34") and 965 mm (38") high.
9.8.8.	Guard rails are required around decks & landings where the surface is more than 600 mm (24") higher than the adjacent ground. Guard rails are required to be minimum 900 mm high (36"), and 1070 mm (42") high where the surface is more than 1800 mm (72") above the adjacent ground. 900 mm (36") high guard rails (measured vertically from a line drawn through the stair nosings) are required on flights of steps where the tread height is more than 600 mm (24") above the adjacent ground. Openings through any guard shall be of a size that will prevent the passage of a spherical object having a diameter of 100 mm (4"). Where decks are more than 4.2 m (13'-9"), guards are to be constructed so that they will not facilitate climbing, where all elements protruding from the vertical and located within the area between 140 mm and 900 mm above the floor or walking surface protected by the <i>guard</i> conform to at least one of the following Clauses: a) they are located more than 450 mm horizontally and vertically from each other, b) they provide not more than 15 mm horizontal offset, c) they do not provide a toe-space more than 45 mm horizontally and 20 mm vertically, or d) they present more than a 2-in-1 slope on the offset.
9.17.2.2.	The wood posts are required to be laterally supported if the distance from finished ground to the underside of the joists is more than 600 mm (24"). Toe-nailing beams to posts is not considered adequate lateral support. Provide mechanical connections that will provide lateral support, or lateral bracing (i.e. knee bracing) connecting the posts to the deck frame.
9.17.2.2.	Where the distance from grade to the underside of the deck joists is more than 2 m (6'), then posts supporting the deck beam shall be minimum 6x6, or 3-ply 2x6 built-up columns. 4x4 posts are not permitted.
9.17.2.2.	Decks where the distance from grade to the underside of the deck joists is more than 2 m (6') shall be supported on concrete piles, minimum 10" diameter x 10' deep c/w Sonotube and re-bar, and adequate means of securing the post to the piles.
9.23.1.1.	The maximum spacing for stair stringers is 30" o.c.
9.23.4.2.	The maximum span (distance between posts) for a 2 ply 2x10 beam is 9'-4". The maximum span (distance between posts) for a 2 ply 2x8 beam is 7'-8". Other beam spans are to be designed in accordance with Sentence 9.23.4.2. of the NBCC 2010, or the Canadian Wood Council's "Span Book".
9.23.9.4.	The joists are required to be blocked, strapped, or cross-brided at mid-span.
9.23.9.9.	The maximum length of the joist cantilever past the beam is 600 mm (24") for 2x8 joists, and 750 mm (30") for 2x10 joists.