



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.

	<b>REQUIRED DOCUMENTATION / DESCRIPTION</b>		<b>RESOURCES / WORKSHEETS / HELPFUL INFORMATION</b>
<b>R E Q U I R E D</b>	<input type="checkbox"/>	<b>Permit Application:</b> 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.
	<input type="checkbox"/>	<b>Site Plan</b> Show size and location of the house and the shape, size and location of the existing / proposed deck.	SAMPLE SITE PLAN
	<input type="checkbox"/>	<b>Construction Details</b> <ul style="list-style-type: none"> <li>Fill out and submit the 'Deck' 'fill-in-the-blanks worksheet and 'Permit Application Roadmap', if the deck is new.</li> <li>Fill out and submit the 'Covered Deck Roof' fill-in-the-blanks worksheet for the new roof portion.</li> </ul>	DECK – FIB WORKSHEET  COVERED DECK ROOF – FIB WORKSHEET
	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.	
		<ul style="list-style-type: none"> <li>All posts are to be supported on appropriate concrete pad / block supported on flat level compacted surfaces, or if on top of deck, load transferred down to appropriate deck posts and supports.</li> </ul>	
		<ul style="list-style-type: none"> <li>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).</li> </ul>	
		<ul style="list-style-type: none"> <li>Ledger boards (where applicable) must be secured to the house with lag bolts (GRK or similar), 1 bolt every 16" or 2 bolts ever 32". Rafters are to be supported at the ledger with proper hangers and proper hanger nails or hanger screws (no deck screws).</li> </ul>	
		<ul style="list-style-type: none"> <li>All beam and rafter 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 requirements for allowable joints in the plies, and nailing requirements.</li> </ul>	
		<ul style="list-style-type: none"> <li>Rafters shall bear fully on the beam(s) which will require a proper 'bird-mouth' notch (while leaving proper amount of material to top edge) or shims, and are to be secured to the beam(s) with mechanical ties / clips for wind uplift conditions</li> </ul>	
		<ul style="list-style-type: none"> <li>Deck screws are not permitted to connect structural members together, they are only good for holding down deck boards.</li> </ul>	
		<ul style="list-style-type: none"> <li>Piles are required to support deck roofs when they are secured to houses that have below grade foundations.</li> </ul>	

**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.

<b>Additional Reference Material:</b>	
How to build a Built-up Wood Beam	<a href="#">BCB – BUILT-UP WOOD BEAMS</a>
Screw Piles	<a href="#">BCB – SCREW PILES</a>
Canadian Wood Council: Residential Exterior Wood Deck Span Guide	<a href="#">Canadian Wood Council Website</a>

Rafter Size	2x4		2x6		2x8		2x10	
Spacing	16" o.c.	24" o.c.	16" o.c.	24" o.c.	16" o.c.	24" o.c.	16" o.c.	24" o.c.
Max Span	6'-10"	6'-0"	10'-9"	9'-5"	14'-2"	11'-6"	17'-3"	14'-1"

2-ply Beam Sizing Table			
Supported Rafter 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 Rafter 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: \_\_\_\_\_

**A:** 2x \_\_\_\_\_ Rafters @ \_\_\_\_\_ o.c.

Roofing: \_\_\_\_\_

Strapping: \_\_\_\_\_ @ \_\_\_\_\_ o.c.

**B:** Roof Beam: \_\_\_\_\_ ply 2x \_\_\_\_\_, or

LVL / LSL Beam: \_\_\_\_\_

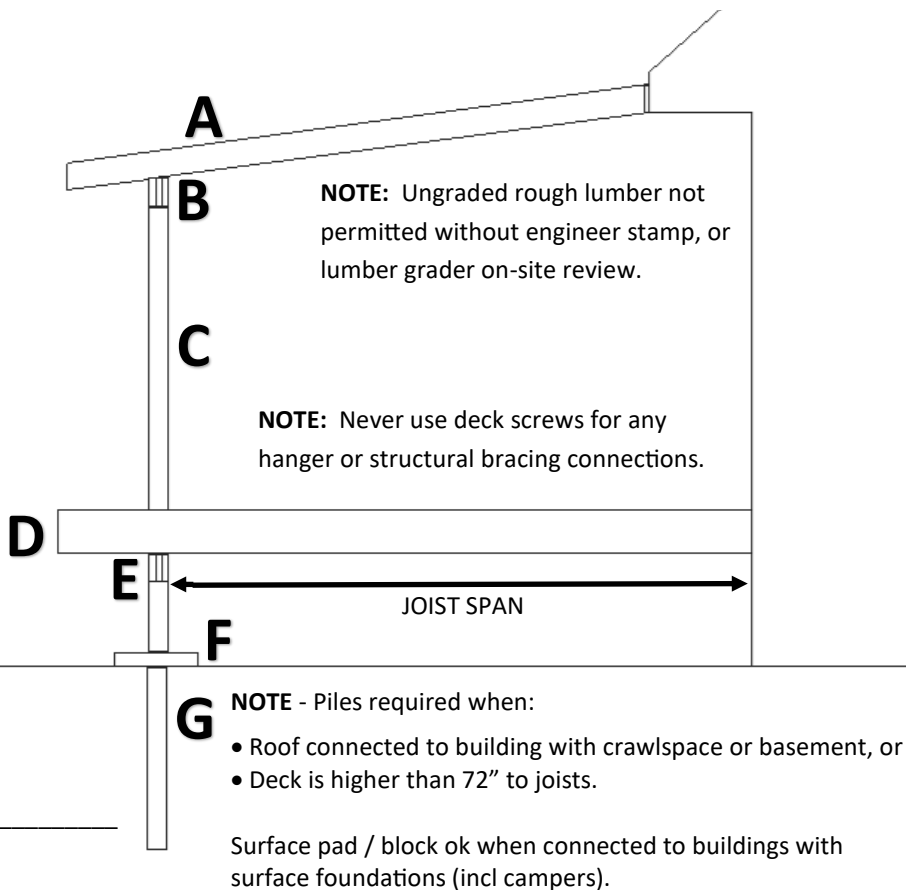
**C:** Columns: \_\_\_\_\_

(i.e. 6x6 post, 3-ply 2x6, rough sawn timber)

Spacing / Beam Span: \_\_\_\_\_

**D:** 2x \_\_\_\_\_ joists @ \_\_\_\_\_ o.c.

Span: \_\_\_\_\_

**E:** Deck Beam: \_\_\_\_\_ ply 2x \_\_\_\_\_,**F:** Deck footings / deck blocks: \_\_\_\_\_**G:** Piles (where applicable): \_\_\_\_\_**Don't forget to include the Permit Application form and a Site Plan!****Rafter Span Table**

Rafter Size:	2x4		2x6		2x8		2x10	
Spacing:	16"	24"	16"	24"	16"	24"	16"	24"
<b>Allowable Span</b>	6-10	6-0	10-9	9-5	14-2	11-6	17-3	14-1

Watch for beam ply splices / joints (specific location requirements)

COLUMN SPACING / BEAM SPAN

Knee Bracing, or  
Mechanical bracket;  
Toe-nail not adequate.**See BCB-009—Built-Up Wood Beams**  
For splices and nailing requirements.**See BCB-008—Deck Construction**  
For deck framing requirements and  
Frequently Asked Questions..If permit application is for deck as well as  
roof, fill out:**21-WS-008—Decks FIB**  
and include with permit application.