



**Planning & Development Services
Building Services Division**

32 Mill Street
Thornbury, ON N0H 2P0
Tel. 519.599.3131, Ext. 290
Toll Free; 1-888-258-6867

[Website](#)

WHEN DO I NEED A DECK PERMIT?

- 1) A building permit is **NOT** required in the following instances:
 - i. The proposed deck is less than 24" above finished ground level;
 - ii. Installing a guard(s) on a deck that is less than 24" above finished ground level;
 - iii. The extension or alteration of a deck that is less than 24" above finished ground level; or
 - iv. The replacement of only the deck boards on any deck structure.

- 2) A building permit **IS** required in the following instances:
 - a) The proposed deck is 24" or greater above finished grade **AND** is 10m² (107ft²) or greater in size;
 - b) The replacement of existing guards on a deck described in a) above;
 - c) The replacement, extension or structural alteration of the deck described in a) above;
 - d) The proposed deck supports or will support roof loading regardless of size; or
 - e) A change of use to that other than residential purposes.

Design Requirements

1. A homeowner designing a deck that requires a building permit is exempt from the designer qualifications (BCIN not required) and may design their own deck *provided sufficient information has been provided in accordance with Building Permits By-law 2011-45*. The homeowner (or authorized agent) shall provide a complete application including form “Schedule 1” for the proposed deck.
2. A qualified designer with a BCIN is required where a non-homeowner is designing the residential deck.
3. A residential deck greater than 24” above grade *and* supporting a hot tub shall be reviewed for structural adequacy by a qualified person.

In all instances whether a building permit is required or not; conformity with the applicable Zoning By-law is required.

Definitions

Building: “means a structure occupying an area greater than ten square metres (107ft²) consisting of a wall, roof and floor or any combination of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto.” [Refer to BCA 1.(1)].

BCIN: Building Code Identification Number as required under section 3.2, Div. C of the Ontario Building Code.

PLEASE CONTACT BUILDING SERVICES DIVISION FOR INFORMATION
AND CLARIFICATION OF PERMIT REQUIREMENTS.

[Website](#)

ALSO, PLEASE VISIT THE TOWN WEBSITE’S BUILDING PERMITS PAGE
FOR APPLICATION INFORMATION AND DOWNLOADS

[Residential Building Permits](#)