

Document Submission Checklist - Deck/Shed/Sunroom

Pursuant to Section H of an Application to Construct or Demolish

Revised June 2018

Alternate formats available upon request at 905.683.7575

Application #	Address	Date (m/d/y)
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All permit applications must be accompanied by drawings and other documents which clearly describe the proposed construction, in order to confirm that it will comply with the Ontario Building Code and other laws. This checklist identifies drawings and documents required for decks, sheds and sunrooms. Please refer to Schedule C of the Building By-law for further details. **Items indicated below as [O] required must be provided before this application can be processed.**

[✓] provided [X] not applicable [O] required

General Information (Deck/Shed/Sunroom)

<input type="checkbox"/> Designer Qualification/Registration Information <input type="checkbox"/> All drawings drawn to scale & fully dimensioned <input type="checkbox"/> Compass orientation <input type="checkbox"/> Drawing sets required (2) <input type="checkbox"/> Building plans consistent with Site Plan <input type="checkbox"/> Application work description consistent with drawings	Other Documents <input type="checkbox"/> Applicable Law Compliance Checklist <input type="checkbox"/> Acknowledgement of Incomplete Application Site Plan <input type="checkbox"/> Zoning setback dimensions & coverage areas <input type="checkbox"/> Property lines shown <input type="checkbox"/> Location & dimensions of proposed & existing construction with dimensions to property lines
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Deck Drawings (additional to above)

Architectural

- Deck height from grade level
- Stairs, landings, decks, guards & handrail details
- Details & construction notes/specifications
- Proposed finished deck elevation relative to grade

Shed Drawings (additional to above)

Architectural

- Floor plan
- Building elevations
- Building sections & wall sections
- Details & constructions notes/specifications

Structural

- Foundation/Slab plan
- Roof framing plan - conventional construction
- Roof truss layout & P.Eng sealed shop drawings

Sunroom Drawings (additional to above)

Architectural

- Existing floor plans (required for additions)
- Floor plans for every level (including foundation)
- All room names identified
- Building elevations
- Building sections & wall sections
- Details & construction notes/specifications

Structural

- Roof framing plans - conventional construction
- Roof truss layout & P.Eng sealed shop drawings

Energy Efficiency Compliance

- SB-12, 2.1.1.10.(3)

Application Received By _____