The Corporation of The

Town of Amherstburg

BUILDING DEPARTMENT

3295 Meloche Road
Amherstburg, Ontario N9V 2Y9
Phone: 519-736-5408 Email: building@amherstburg.ca
https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx

GUIDE TO DECK STRUCTURES

PERMIT SUBMISSION DOCUMENTS

Version: 2025

The information contained in this document is for references only. It is intended to assist homeowners with their deck project while ensuring compliance with the requirements of the Ontario Building Code.

A deck is a structure capable of supporting weight, similar to a floor, but typically constructed outdoors, often elevated from the ground and sometimes connected to a building.

There are different requirements that need to be reviewed prior to a building permit being issued. Listed below are some general requirements for decks in residential zones however refer to Zoning By-law 1999-52 for additional information.

1. Requirements for structures that do not require a Building Permits

- Not greater than 24” above finished grade level.
- Minimum 1.5m (5’-0”) side yard if deck is off the house.
- Minimum 6m (19’-8”) rear yard if deck is off the house.
- Minimum 1.2m (4’-0”) side yard for accessory to a pool.
- Maximum 10% lot coverage applies.
- Not allowed in required exterior yard.
- Refer to attached sketches.

2. Requirements for structures that require a Building Permit

- Building permits are required if the deck is greater than 24” above finish grade level.
- Building permits are required for any roof structure constructed as part of the deck.
- Minimum 1.5m (5’-0”) side yard if deck is off the house.
- Minimum 6m (19’-8”) rear yard if deck is off the house.
- Minimum 1.2m (4’-0”) side yard for accessory to a pool.
- Maximum 10% lot coverage applies.
- Not allowed in required exterior yard
- Refer to the by-law page for additional zoning information

Construction Requirements:

- Full foundation depth must be used if the deck contains a roof structure.
- Buildings (and overhangs) cannot be located on an easement.
- Existing rear yard draining must be maintained.
- Ensure that all rainwater does not shed on to neighboring properties.
- Refer to attached sketches for foundation types.

3. How large of a deck can I build on my property?

The size of a deck structure that can be built on any particular property is dependent on several factors.

- Zoning
- Size of property
- Size of existing residence
- Size of all existing structures on the property (permitted and non-permitted)

Decks are considered accessory to the dwelling and are permitted to be a total of 10% of lot area which includes all accessory structures. This includes garages, shed, and decks.

Deck Structure Yard Requirements							
Zone	Front Yard Setback	Interior Side Yard Setback	Exterior Side Yard Setback	Rear Yard Setback	Max. Lot Coverage	Accessory Structure Max. Allowable Coverage	Cannot Exceed
R1	7.5m (24'-7")	1.2m (3'-11")	7.5m (24'-7")	1.2m (3'-11")	35 %	10% of lot area	1076 or size of dwelling
R1A	7.5m (24'-7")	1.2m (3'-11")	7.5m (24'-7")	1.2m (3'-11")	30 %	10% of lot area	1076 or size of dwelling
R2	6m (19'-8")	1.2m (3'-11")	6m (19'-8")	1.2m (3'-11")	35%	10% of lot area	1991 or size of dwelling
A Residential	15m (49'-3")	1.2m (3'-11")	15m (49'-3")	1.2m (3'-11")	30%	10% of lot area	1991 or size of dwelling

4. What is required to obtain a building permit for a Deck Structure?

The Town of Amherstburg currently uses an online permit submission portal called Cloudpermit. All applications will require to be completed online using Cloudpermit. Visit our website www.amherstburg.ca/building or log onto https://ca.cloudpermit.com to create an account. With this online system, it will allow you to complete the entire building permit process from anywhere at any time. All drawings will be required to be completed by a certified designer. All drawings shall be a minimum scale as indicated and be uploaded as a PDF in Cloudpermit. The following drawings are required.

- Site plan (sample attached).
  - Drawing must include location of property lines, existing structures including dimensions, septic system location in proximity to the new structure.
- Foundation/Pier plan (3/16" = 1'-0") sample attached.
  - Drawing must include footing location and size with dimensions.
- Floor plans (3/16" = 1'-0") sample attached.
  - Drawing must include columns, beams, joists sizes and identify guardrails and guardrail heights.
- Sections and details (1/2" = 1'-0") sample attached.
  - Drawing must include deck height dimensions, guardrails and guardrail heights.

Along with the drawings listed above, other approvals may be required for your particular project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit.

- ERCA
- Ministry of Transportation
- Committee of Adjustment (minor variance)
- Site plan agreement
- County road approval

5. What is the cost of a building permit? (250 square foot deck)

Decks/Porches Fee (based on $1.00 /sf min. $200.00)	$ 250.00
Indemnity Fee	$ 61.00
Indemnity/Application Fee Deposit	$ 500.00
Total Permit Fee	$ 811.00

All payments must be paid in cash, cheque or online. The Indemnity Deposit will be refunded following the final inspection of the building and if the permit is completed and cleared.

Some fees may vary. For our complete fee schedule go to our web site at www.amherstburg.ca.

6. How long does it take to get my permit and when can I start?

Building permits are usually issued within 10 business day of a complete application being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

7. What inspections are required and how do I book an Inspection?

Requesting inspections is the responsibility of the applicant or the contractor of the project. Inspections can be requested through "Cloudpermit" and will require to be confirmed with our office. You can also schedule inspection by contact our office at least 24 hours in advance at 519-736-5408. Inspections will be available between 10:00 am to 12:00 pm and 1:00 pm to 3:30 pm.

Inspection Requirements

It is the applicant or builder's responsibility to request inspections and confirm that all work has been completed and approved. Any work covered up before the inspection must be uncovered for proper inspection. In addition to the above, the builder is responsible to provide the permit drawings on site at the time of the inspection.

Each major phase of construction must be inspected to verify the work conforms to the Ontario Building Code. The listed below are the mandatory inspections.

The following schedule outlines the required inspections for building projects.

1. **Footing inspection** - Before concrete is poured.

2. **Framing inspection** – Provide roof truss drawings and/or engineered floor drawings prior to the framing inspection.

3. **Final Inspection** - Ensure all deck construction is complete (decking, guards, handrails, etc.)

8. Services – Overhead and Underground Service Infrastructure

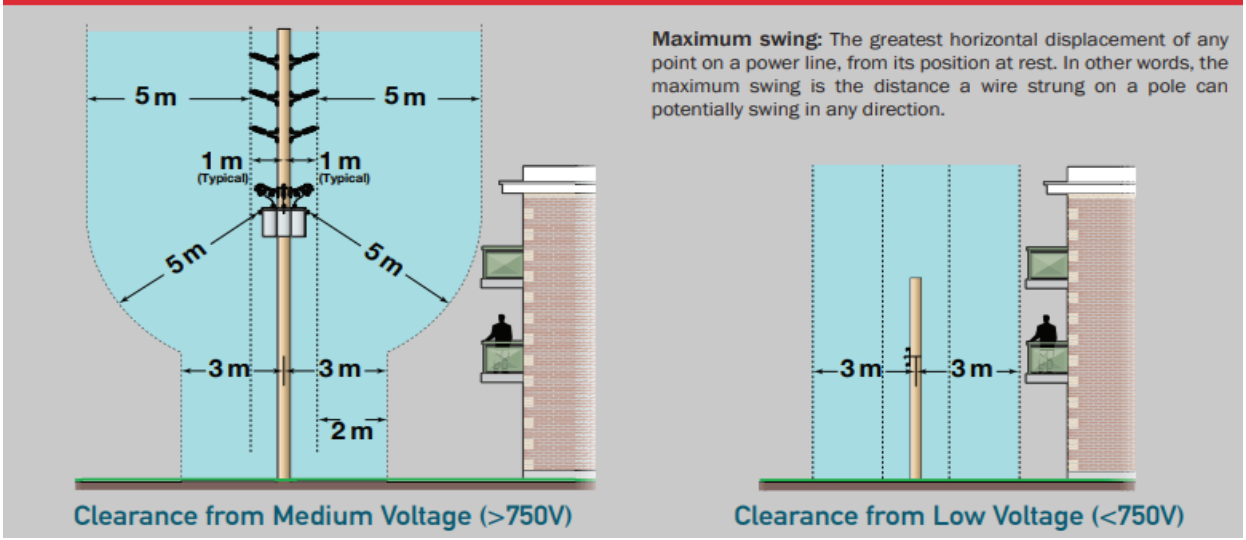
Clear communication and awareness between all parties involved in the design, construction and renovations of buildings near any servicing infrastructure is key. Property owners, developers, contractors etc. shall work together to ensure all laws, regulations and requirements are met for the safety of all. We recommend contacting your service providers for any questions or concerns.

Overhead Electrical Infrastructure

It is essential that your electrical provider be notified on proposed projects early in the design phase. The Ontario Building Code, Ontario Electrical Safety Code, Ontario Occupational Health and Safety Act, Ontario Regulations 22/04 all have the same requirements regarding clearances.

Clearance from the OH Power Line	<750V	>750V
Radial to Conductor	3m (10ft)	5m (16ft)
Along the OH pole (from a vertical li drawn from power line to ground level)	2m (6.5ft)	2m (6.5ft)

Figure 1: Ontario Building Code Clearance Requirements



Underground Servicing Infrastructure

Promoting safe digging practices protects you from injury, disruption, environmental impacts and repairs. Call or click before you dig to obtain locates. Respect those markings and follow utility guidelines. Call 1-800-400-2255 or visit https://ontarioonecall.ca/ before you dig for any size project.

Permit Submission

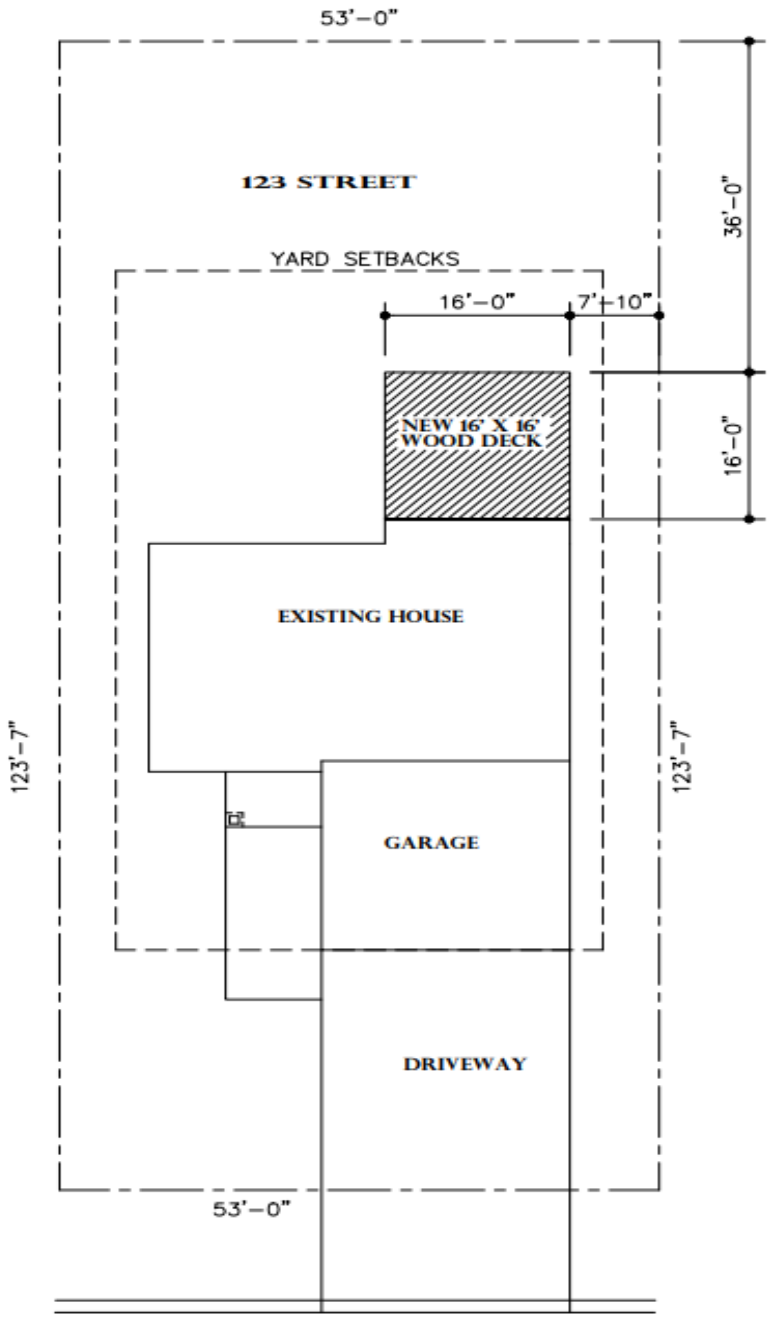
Below is a step by step process to submit design drawings for a typical wood deck up to a maximum of a 16'-0" x 16'-0" wood deck. A deck larger than a 16'-0" x 16'-0" size will be required to submit a custom design or a design from a BCIN designer. This will form part of your application submission. Use the checklist to complete your application. Once all item have been complete, upload all drawings into Cloudpermit.

Deck Permit Submission Checklist

- ☐ **Site plan**
  - ☐ Indicate all property lines with dimensions of the property
  - ☐ Provide address and street name of property
  - ☐ Indicate all existing buildings and sizes of the buildings
  - ☐ Indicate the location and size of the new proposed deck
  - ☐ Indicate all possible easements
- ☐ **Deck layout**
  - ☐ Use the standard deck layout. The layout provided is for a maximum of a 16' x 16' deck. Any other size larger than 16' x 16' size will be required to submit a custom design
  - ☐ Indicate footing location and sizes
  - ☐ Indicate floor joist size
  - ☐ Indicate beam sizes
  - ☐ Choose ledger type if required
- ☐ **Stairs, Railings and Guards**
  - ☐ Dimension the deck section indicating height of deck and guard railing
  - ☐ Indicate location of stairs on plan

PERMIT DRAWING - SAMPLE

Step # 1 Site Plan (The site plan below is a sample of what is required.)

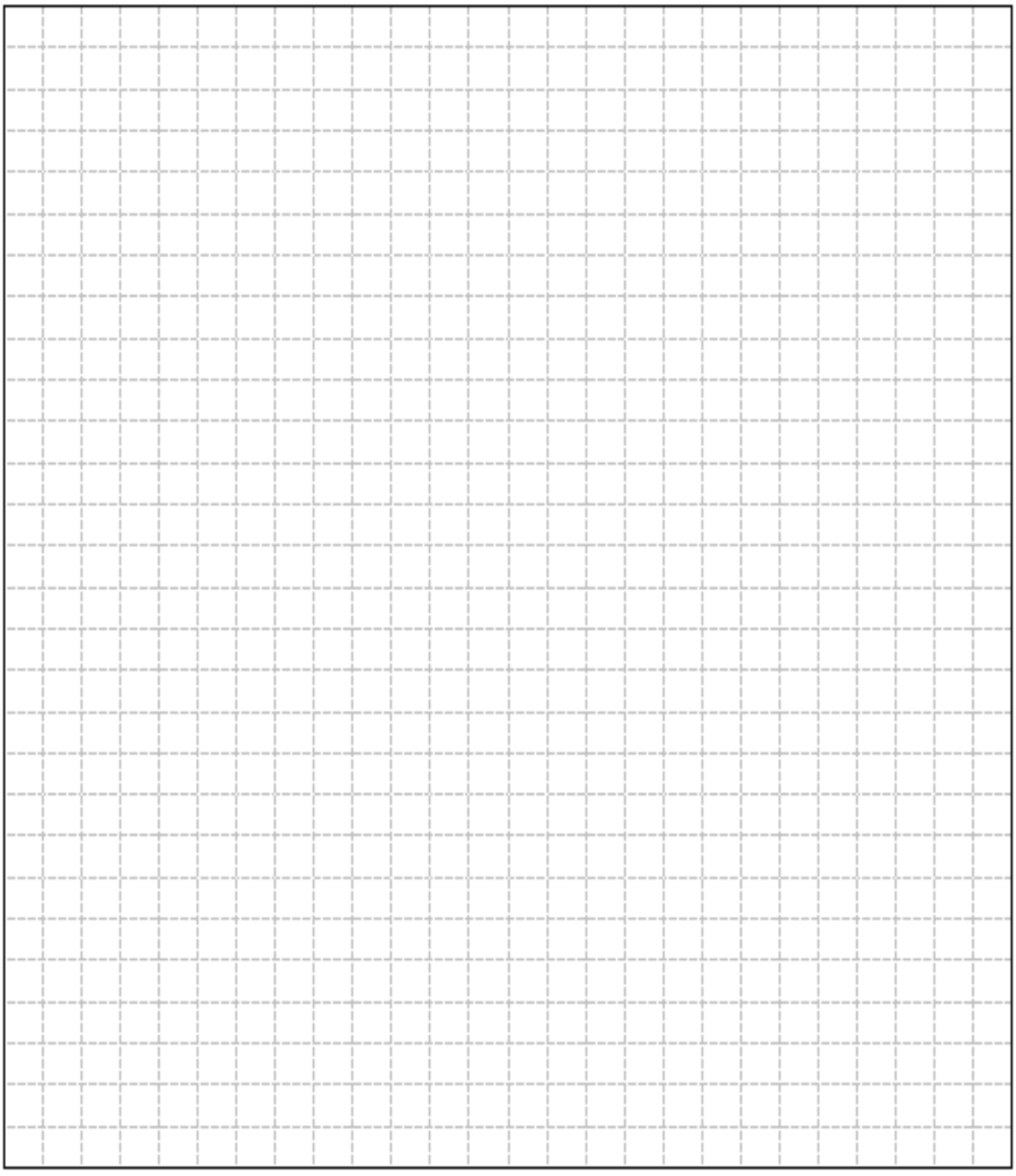


SITE PLAN

Draw a site plan taking into consideration the zoning restrictions. Be sure to:

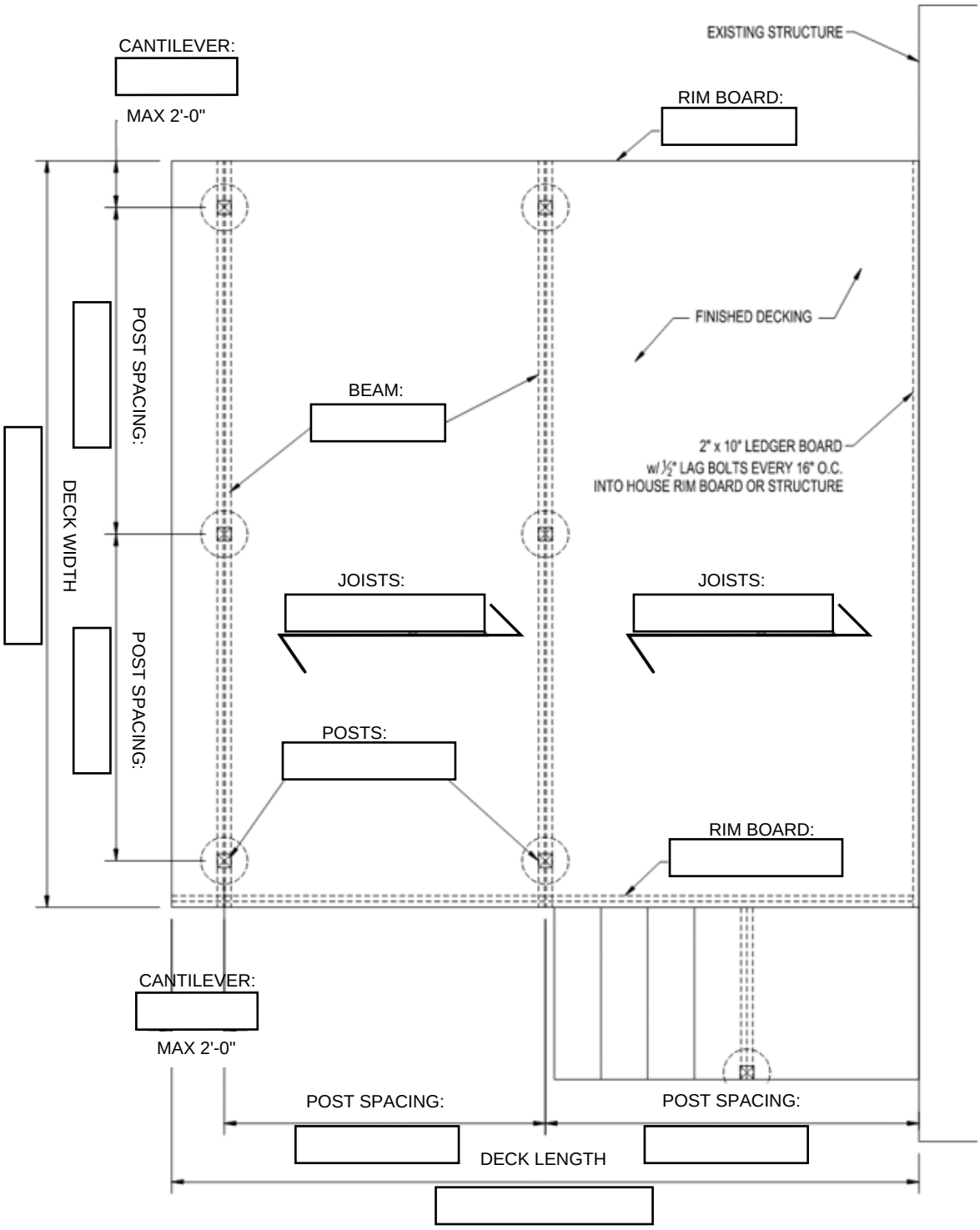
- Identify the location of your property line, existing house and other existing structures (garage, sheds) in relation to the property boundaries with dimensions
- Show the proposed deck and steps with dimensions (max. 16’ x 16’)
- Label the street and property lines
- Locate any easements

Use this page to draw your own site plan. Indicate all items listed above. All plans must comply with the Ontario Building Code and Town Zoning Bylaws



Step # 2 Deck Layout (sample deck layout)

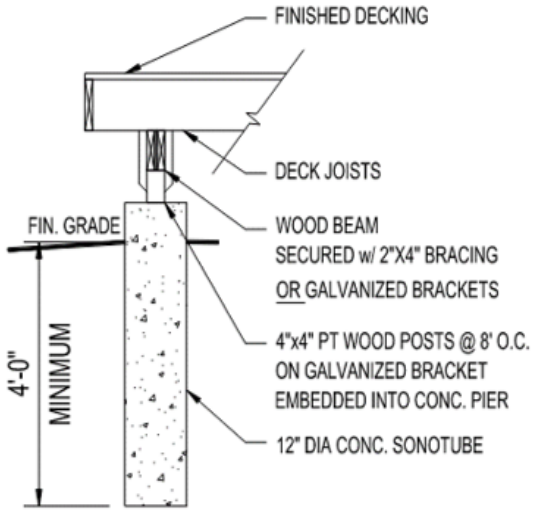
Below is a standard deck design up to a 16’-0” x 16’-0”. Refer to the following span charts and fill in the black spaces with the proper sizes. This will form the permit drawing.



Step # 3 Footing Details

See below for the type of footing, size and detail.

- Footings shall bear on solid ground at a minimum of 48” below grade. Deeper footings may be required if the soil are in poor condition.
- All concrete piers shall extend 6” above finished grade.
- Wood members cannot be in contact with the soil (ground). Wood cannot be installed within the concrete. Must be installed with proper metal bracket and installed on concrete foundation as shown in photo below.



MINIMUM PIER SIZES				
JOIST SPAN	POST SPACING			
	6’-0”	8’-0”	10’-0”	12’-0”
6’-0”	8”	8”	10”	10”
8’-0”	8”	10”	10”	12”
10’-0”	10”	10”	12”	12”
12’-0”	10”	12”	12”	-
14’-0”	12”	12”	-	-

Note: Please contact the Building Department if the joist spans exceed the lengths in this chart.

Step # 4 Posts/Columns/Beams

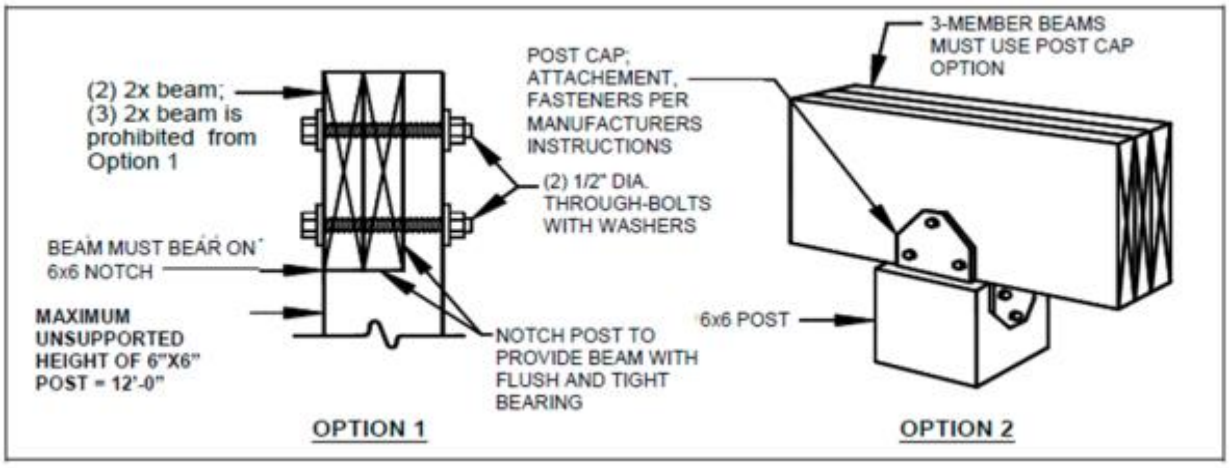
- Cut ends of posts shall be field treated with a wood preservative.
- Lateral bracing of all deck support posts shall be provided for decks that exceed 24” above grade.
- Deck beam to deck post shall be connected either together by a post cap or by a notched post to accommodate all plies of the deck beam and bolted together.

Posts and Columns

Post/Column Sizing	
Deck Height (ft.)	Post Size (Minimum)
Height < 6.5’	4x4 Posts
Height ≥ 6.5’	6x6 Posts

Beams

Beam Size Table					
JOIST SPAN	PIER SPACING				
	6’-0”	8’-0”	10’-0”	12’-0”	14’-0”
6’-0”	2 – 2”x8”	2 – 2”x8”	3 – 2”x8”	3 – 2”x10”	3 – 2”x12”
8’-0”	2 – 2”x8”	2 – 2”x8”	3 – 2”x8”	3 – 2”x10”	3 – 2”x12”
10’-0”	2 – 2”x8”	3 – 2”x8”	3 – 2”x8”	3 – 2”x10”	3 – 2”x12” or 4 – 2”x10”
12’-0”	3 – 2”x8”	3 – 2”x8”	3 – 2”x10”	3 – 2”x10”	3 – 2”x12” or 4 – 2”x10”
14’-0”	3 – 2”x8”	3 – 2”x10”	3 – 2”x10”	3 – 2”x12”	3 – 2”x12” or 4 – 2”x10”



Step # 5 Deck Joists Spans

Floor Joists

Determine the size and span of the wood joist. The joists' design is based on spacing, size and span length. Use the table below to determine joist size and the corresponding maximum allowable overhang.

- Joist span length is measured from the ledger board to the centerline of the supporting beam or between the centerlines of the supporting beams at each end.
- Where blocking between joists is required, attach blocking using joist hangers at each end or by toenailing blocking to joists at each end, top and bottom with 10d nails.
- Attach a continuous rim joist or blocking at the joist end.

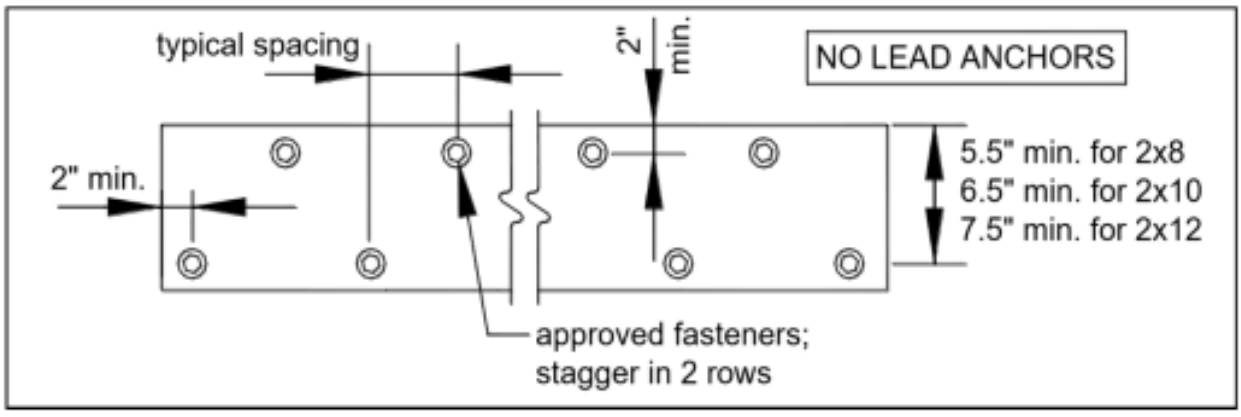
Deck Joists Size and Spacing (Incised, Live Load = 39.7 psf (1.9 kpa)		
Joists Size	Joists Spacing (inches)	Maximum Span (ft.)
2x8	12”	12’-11”
	16”	11’-5”
	24”	9’-4”
2x10	12”	16’-1”
	16”	13’-11”
	24”	11’-5”
2x12	12”	18’-8”
	16”	16’-2”
	24”	13’-3”

Step # 6 Ledger Board Attachment to house (if applicable)

- The deck ledger shall NOT be nailed to the house - it must be lagged screwed or bolted to the structure of the house.
- Do NOT secure a ledger to brick – it must be connected to the house structure.
- The span of the floor joists determines how much load is being transferred to the ledger and thus to the lag screws. Refer to the table below.
- Deck ledgers shall be minimum 2x8 pressure-preservative-treated No. 2 grade lumber or other approved materials as determined by good engineering practices.

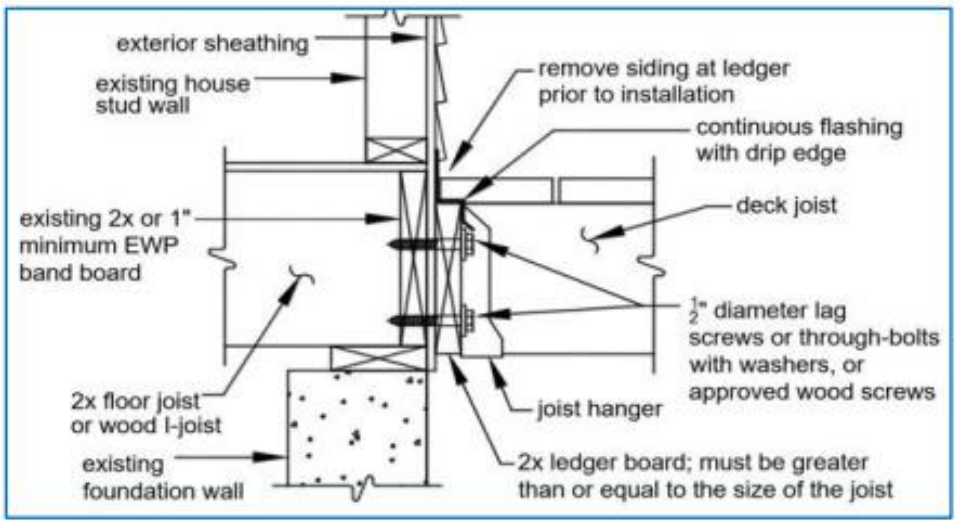
Lag size and spacing table				
	Joist Spans			
Lag Bolt Size	Up to 6'-0"	8'-0"	10'-0"	12'-0"
1/2" Bolts w/ 12" o/c Joist Spacing	32" o/c	16" o/c	16" o/c	12" o/c
1/2" Bolts w/ 16" o/c Joist Spacing	One Every Other Joist Space	One Each Joist Space	One Each Joist Space	One Each Joist Space with Two Every Other Space
3/8" Bolts w/ 12" o/c Joist Spacing	24" o/c	12" o/c	12" o/c	8" o/c
3/8" Bolts w/ 16" o/c Joist Spacing	Two Every Third Joist Space	One Each Joist Space with Two Every Other Space	One Each Joist Space with Two Every Other Space	Two Each Joist Space with Three Every Other Space

Fastener Spacing and Staggering:

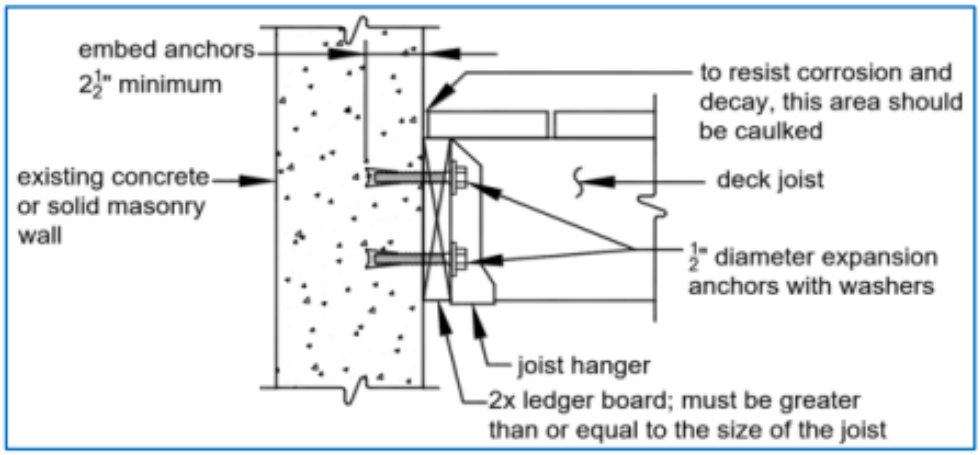


Select one of the ledger board options below.

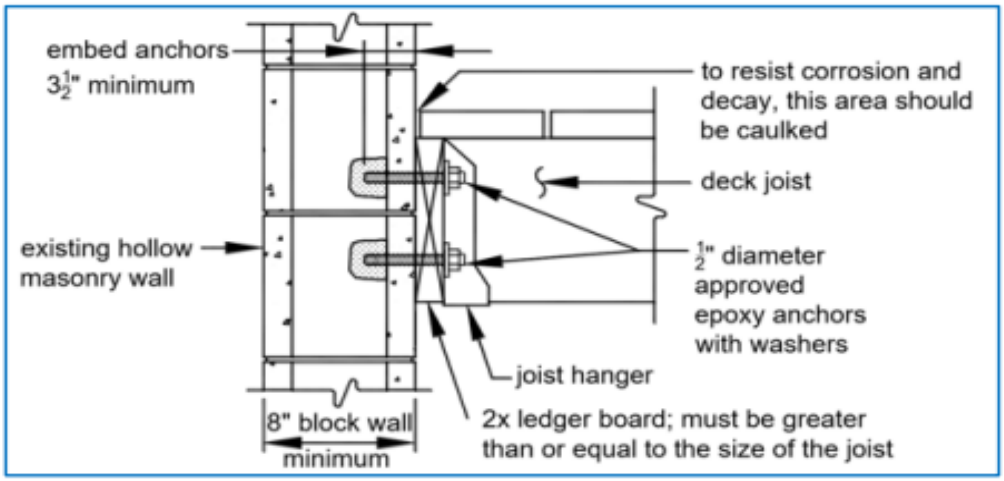
- **Connection to Rim Board:**



- **Connection to a Poured Foundation Wall:**



- **Connection to a Block Wall:**



Step # 7 Stairs and Guardrails

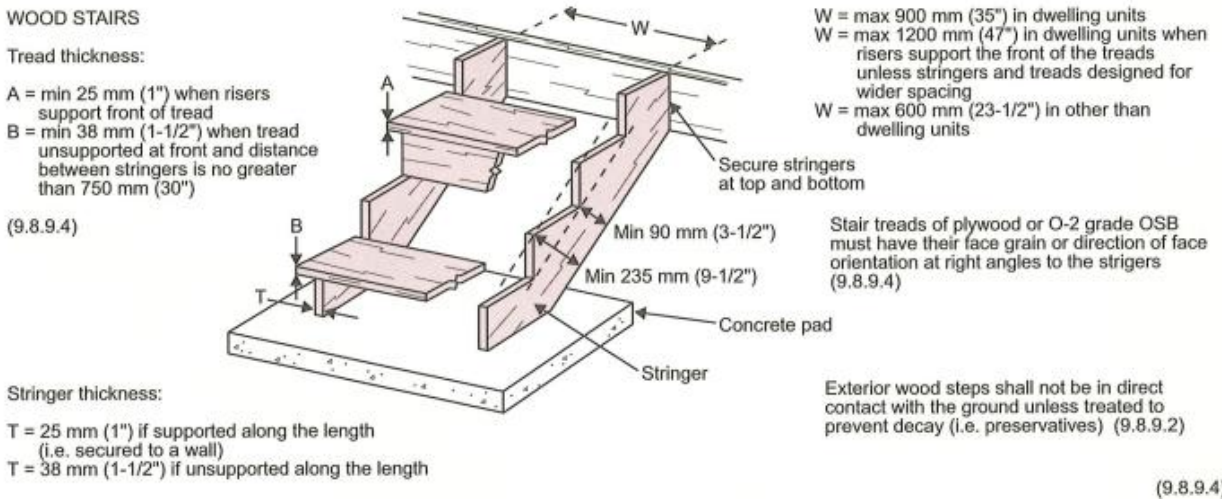
- Stairs must be designed for safe navigation. They must have uniform treads and risers throughout their length of the stair.
- Landing widths shall be equal to the total width(s) of the stairway(s) served.
- Stringers shall bear on footings. See examples below.
- The span length of a solid stringer with a width equal to 36 inches shall be permitted to have a horizontally projected span up to 15.5 feet when framed solely with two solid stringers.

Stairs

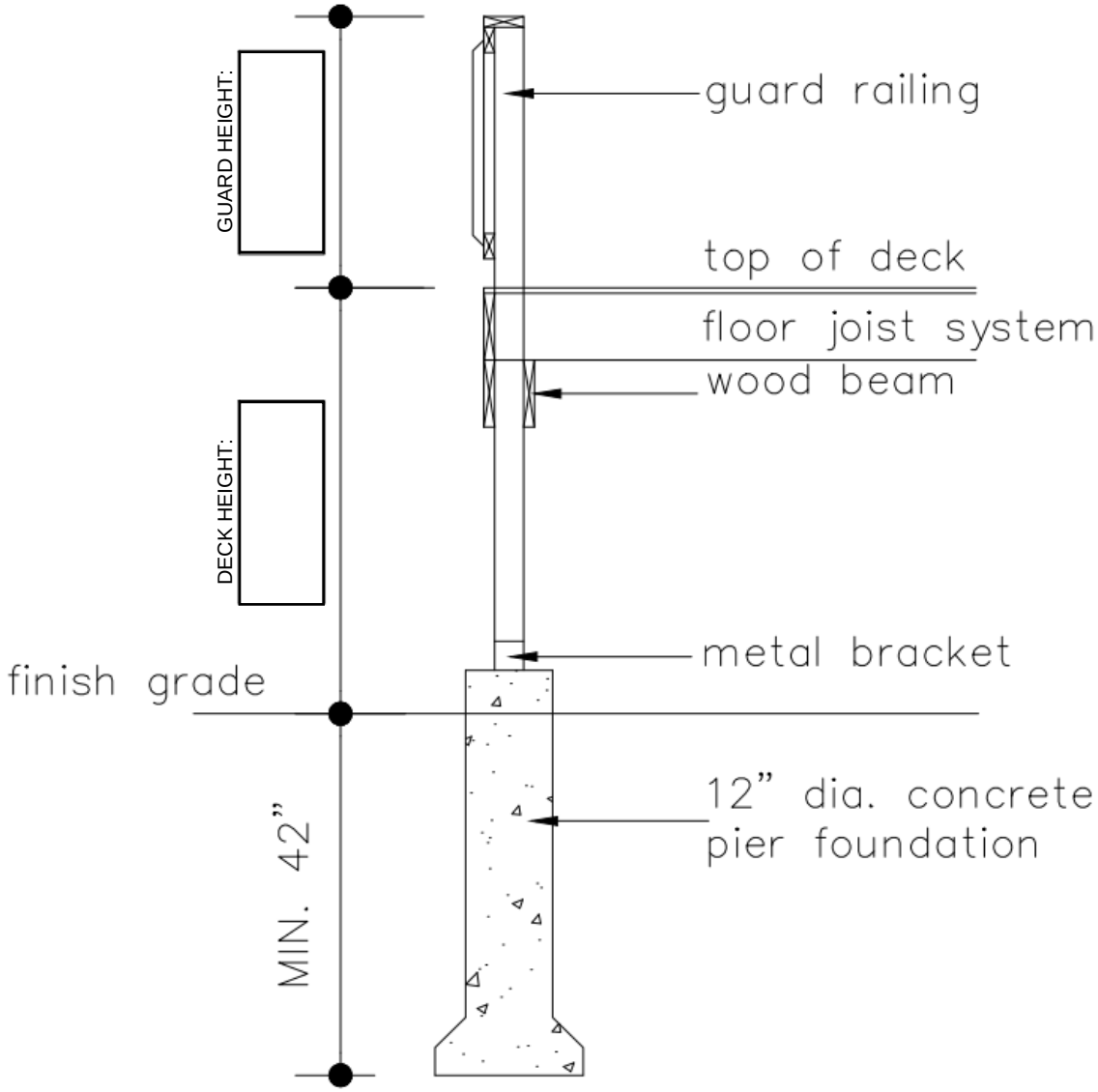
Stairs Dimensions		
	MINIMUM	**MAXIMUM**
TREADS	9-1/4” (255 mm)	14” (355 mm)
RISERS	4-7/8” (125 mm)	7-7/8” (200 mm)

Guardrails

- Min. height of guards where deck height is between 24” (600mm) & 5’-11” above grade: 35” (890mm)
- Min. height of guards where deck height exceeds 5’-11” (1.8m) above grade: 42” (1070mm)
- Maximum 4” opening between pickets and no member or attachment between 5-1/2” and 35” shall facilitate climbing
- Guard posts shall not be notched. They shall be attached by installing (2) ½” bolts or hold down anchors per manufacturer’s specs



Provide the dimensions from the finish grade level to the top of the wood floor deck. Also provide the height of the guard railing from the wood deck platform to the top of the guard railing.



DECK SECTION

Additional Information

Before you dig contact Ontario One Call to locate all buried underground services. For more information go to ontarioonecall.ca or for more information call 1-800-400-2255

Doing electrical work? A notification must be filed with the Electrical Safety Authority. Hiring someone to do electrical work? They must be a Licensed Electrical Contractor. It's the law. For more information go to esasafe.com or call 1-877-372-7233

GLOSSARY OF TERMS

BEAM – means one of the principal horizontal members in a structure to support a floor or ceiling

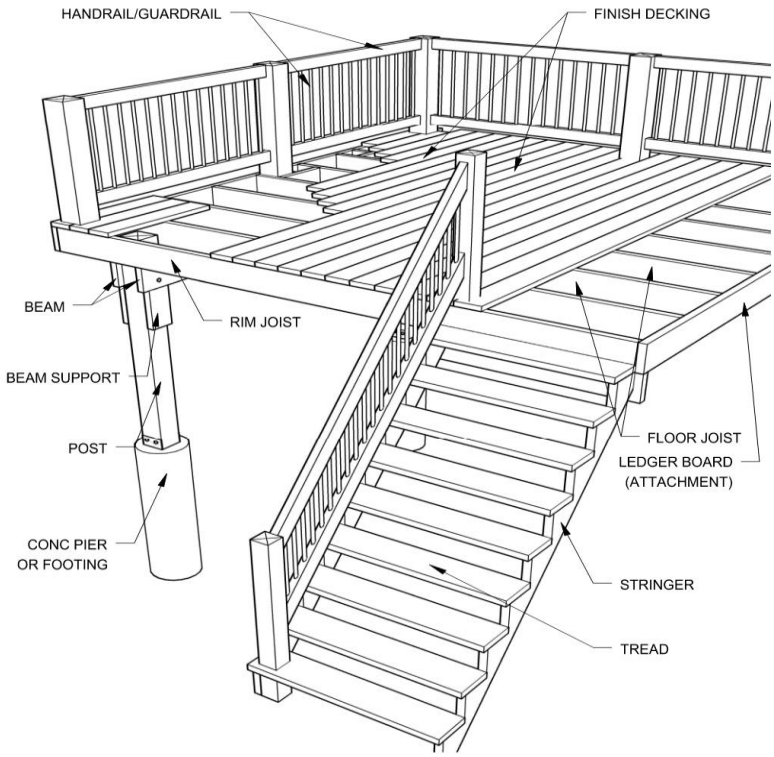
DECK - means a structure having a floor, open to the sky, and a supporting structure below. It may include perimeter guardrails, fixed seating and vertical visual screening. A patio or terrace is a deck

GRADE – means the average level of proposed or finished ground adjoining a building at all exterior walls

GUARD – means a protective barrier, with or without openings through it, that is around openings in floors or at the open sides of stairs or landings to prevent accidental falls from one level to another

JOIST – means wood members ranged in parallel from wall end to end in a structure to support a floor or ceiling

RIM JOIST – means a framing member that runs perpendicular to the joists and provides lateral support for the ends of the joists



Frequently Used Phone Numbers

1. Building Department…….. 519-736-5408
2. Planning/Committee of Adjustment…… 519-736-5408
3. Public Works…….. 519-736-3664
4. Water Department…….. 519-736-3664
5. Clerks Department…….. 519-736-0012
6. Finance Department…… 519-736-0012
7. MPAC……. 519-739-9920
8. Essex Power…….. 519-737-6640
9. Hydro One……. 1-888-664-9376
10. Enbridge……. 1-866-772-1045
11. Ontario One Call (Call before your dig)…… 1-800-400-2255
12. Electrical Safety Authority…… 1-877-372-7233
13. Essex Region Conservation Authority (ERCA)……. 519-776-5209
14. County of Essex……. 519-776-6441
15. Windsor Essex County Health Unit…… 519-258-2146
16. Ministry of Transportation……. 519-354-1400
17. Ministry of Environment…… 519-254-2546
18. Ministry of Natural Resources…… 519-354-7340
19. Ministry of Municipal Affairs…… 416-265-4736
20. Windsor Police-Amherstburg Detachment…… 519-736- 8559
21. Amherstburg Fire Service……. 519-736-6500