## Building Permit Requirements
### Residential Decks / Porches

This form outlines the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Hamilton Building By-Law. Should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. All permits are required to meet the requirements of the Zoning By-Law.

### Pre Approvals/Documentation (if applicable)

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Committee of Adjustment</td>
<td>Niagara Escarpment Commission</td>
</tr>
<tr>
<td>Encroachment Agreement</td>
<td>Hamilton Conservation Authority</td>
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<tr>
<td>Ministry of Transportation</td>
<td>Hamilton Conservation Authority</td>
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<tr>
<td>Ontario Heritage Act</td>
<td>Grand River Conservation Authority</td>
</tr>
<tr>
<td>ESA</td>
<td>Niagara Peninsula Conservation Authority</td>
</tr>
<tr>
<td>Site Plan Control</td>
<td>Wellhead Protection Area</td>
</tr>
</tbody>
</table>

### Application (One copy)

- Completed Provincial Application for a Permit to Construct or Demolish
- Schedule 1 completed to show all designer qualifications along with BCIN numbers or signed by homeowner
- Fees as per Building By-law no. 15-058

### Construction Drawings (Two Copies)

- Maximum paper size 24”x 36”
- All drawings to be to scale, dimensioned and provide sufficient information for the scope of proposed work
- Incomplete Applications will not be accepted for processing

### Site Plan (Property Survey)

- Show location and dimensions of proposed deck/porch in relation to existing building and setbacks from all property lines.
- Show location and distances away from Septic Tank and Septic Bed (if applicable).

### Foundation Plan View

- Provide location, size and spacing of piers (i.e. sono tubes) indicate location size and spacing of floor joists and beams.
- Provide location of guard system (if applicable).
- If roof is proposed provide roof framing plan (size and spacing of all materials).

### Cross Section/Elevations

- Show the attachment between the house and deck/porch, the deck/porch and beams, the beam and posts and piers. Indicate size of ledger board.
- Indicate height of structure from finished grade to top.
- Show depth and size of piers below grade.
- Guard/railing material and height (if applicable).

### Additional Documentation (Two copies) (if applicable)

- Approved Guard System for other than SB-7 wood guards, showing engineered sealed connection details and test report (including spindles).
- Ministers Ruling or BMEC Approvals for innovative materials or systems.
- Helical Pier Engineer approved specifications

### Notes:

Checked by: ____________________________  Date: ____________________________

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Provided: N/A  Outstanding: N/A

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