



AMHERSTBURG
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The Corporation of The Town of Amherstburg

BUILDING DEPARTMENT

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<https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx>



GUIDE TO DECK STRUCTURES PERMIT SUBMISSION DOCUMENTS

Version: 2026

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. Deck structures that do not require a Building Permit

Deck structures that do not require a building permit shall still comply with our zoning by-law.

- Not greater than 24" above finished grade level
- Not greater than 24" above finished grade and not attached to the house.

Construction Requirements:

- Minimum 1.2m (4'-0") side yard for accessory to a pool.
- Maximum 10% coverage applies.
- Not allowed in required exterior yard.

2. Deck structures that require a Building Permit

- A deck that is greater than 24" above finish grade level.
- A deck with roof structure constructed as part of the deck.
- A deck attached (anchored) to a structure.

Construction Requirements:

- Full foundation depth (4'-0") shall be used for the deck.
- Buildings (and overhangs) cannot be located on an easement.
- Minimum 1.5m (5'-0") side yard setback if deck is off to the house.
- Minimum 6m (19'-8") rear yard setback if deck is off the house.
- Minimum 1.2m (4'-0") side yard setback 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.
- Ensure that all rainwater does not shed on to neighboring properties.
- Existing rear yard draining must be maintained.

Please contact the building department if you have any questions.

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, sheds, and other 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	1991 or size of dwelling
R2	6m (19'-8")	1.2m (3'-11")	6m (19'-8")	1.2m (3'-11")	35%	10% of lot area	1076 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 project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit.

- ERCA approval
- Committee of Adjustment (minor variance)
- County of Essex / Entrance permit
- Hydro clearance (Essex Power / Hydro One)

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

• Decks/Porches Fee (based on \$1.10 /sf min. \$200.00)	\$ 275.00
• Indemnity Fee	\$ 65.00
• Indemnity/Application Fee Deposit	<u>\$ 500.00</u>
• Total Permit Fee	\$ 840.00

All payments must be paid in cash, cheque or debit. Credit card or online payments will not be accepted at this time. The indemnity deposit will be refunded following the results of the final inspection.

Some fees may vary. For our complete fee schedule go to our web site at <https://www.amherstburg.ca/business-and-development/building-services/development-charges-by-laws/>

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

Residential building permits are usually issued within 10 business days of a complete application being submitted. All other approvals are required (eg: ERCA, Essex County Roads, ETC), for an application to be considered complete. 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 homeowner and/or contractor of the project. It is their responsibility to ensure the work is complete and ready for the inspector. Any work covered up before the inspection must be uncovered for proper inspection. In addition to the above, the builder is responsible for providing the permit drawings on site at the time of the inspection.

Inspections can be requested through “Cloudpermit” and will require to be confirmed with our office. Please understand that a requested inspection time is not approved until the building dept. office accepts the inspection. The requested time may be different from the approved time. You can also schedule inspections by contacting 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 1:15 pm to 3:30 pm.

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.

1. **Footing inspection** - Before pouring concrete.
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. Permit Submission Requirements

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 from a BCIN designer. This will form part of your application submission. Use the checklist to complete your application. Upload all drawings into Cloudpermit once all items have been complete.

Submission Checklist

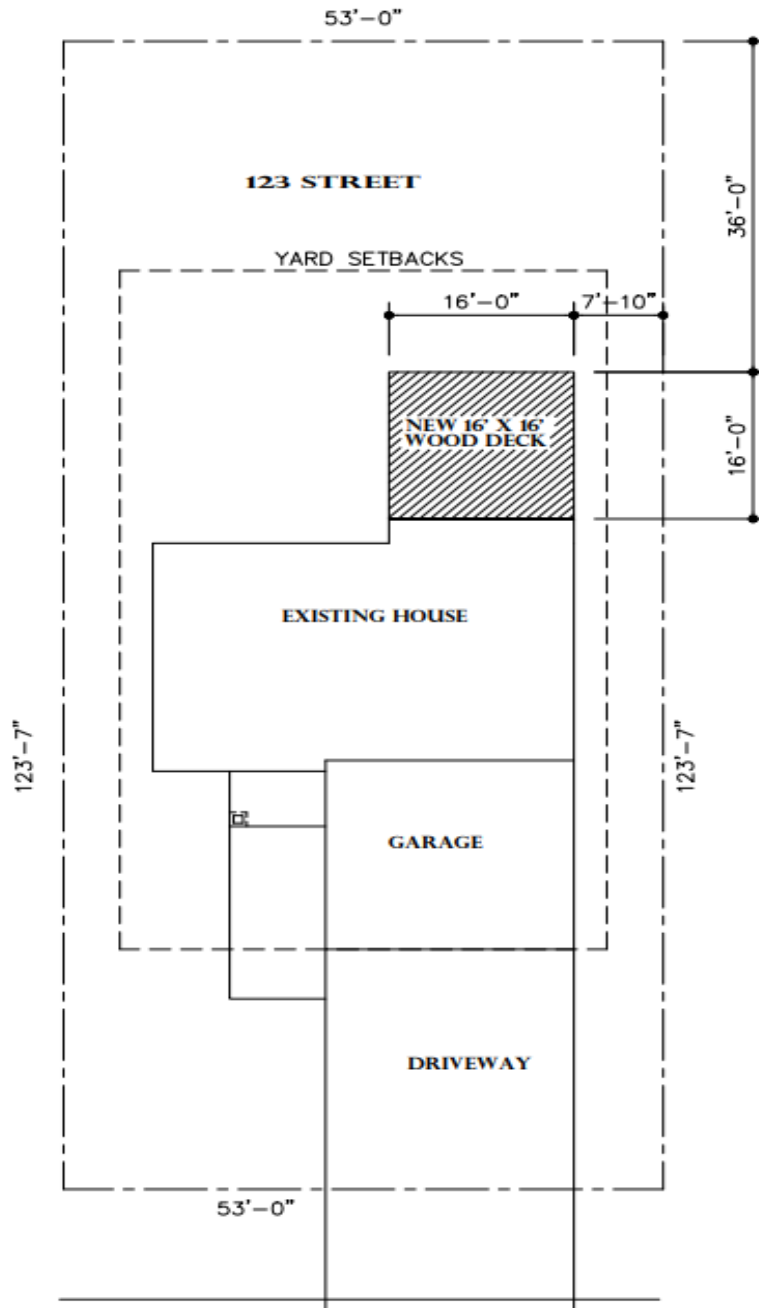
- Site plan**
 - Indicate all property lines with dimensions of the property.
 - Provide address and street name of property.
 - Indicate all existing buildings and sizes of the buildings.
 - Indicate the location and size of the proposed deck.
 - Indicate all possible easements.

- 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 column locations 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.)



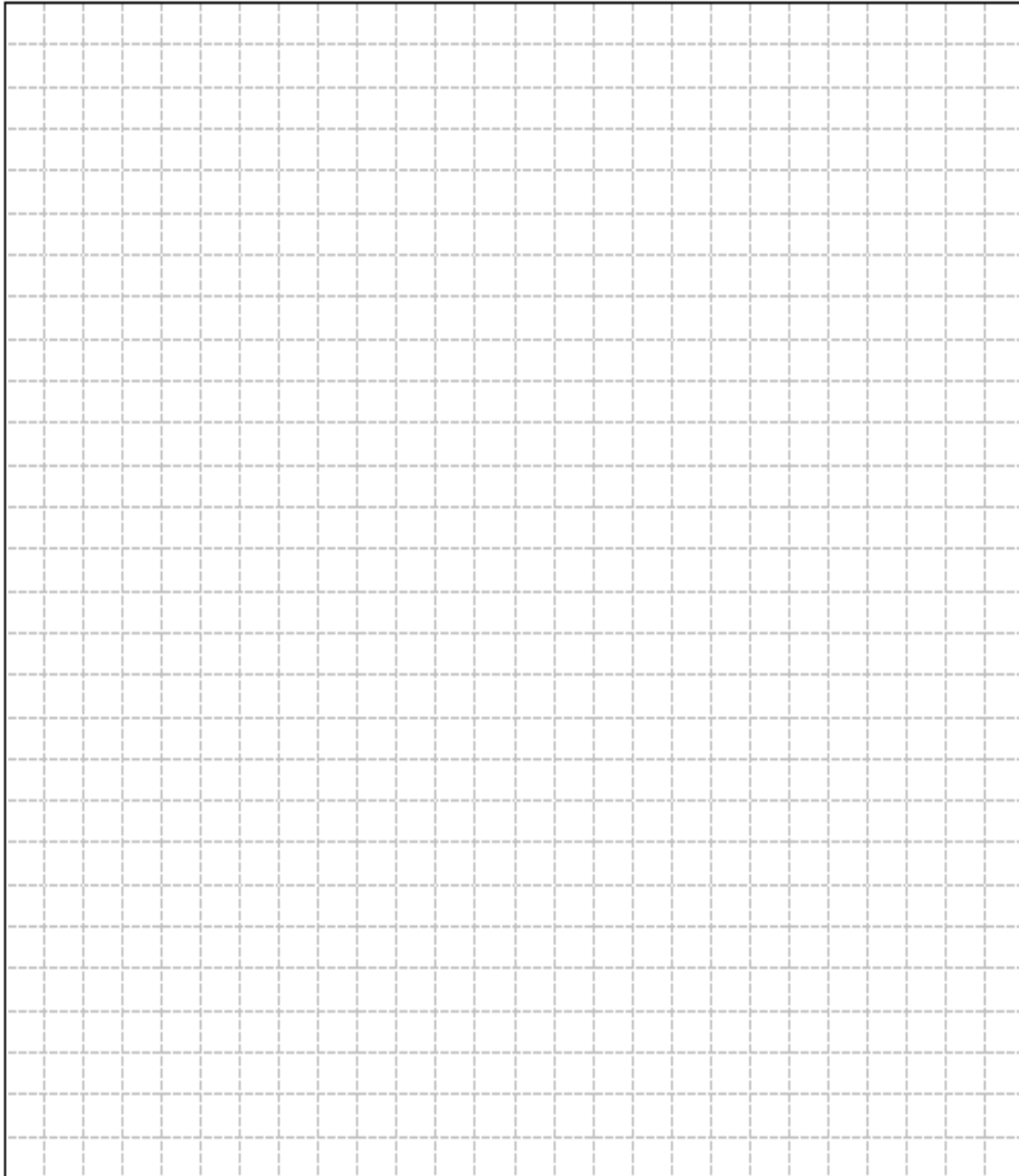
STREET NAME

SITE PLAN

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

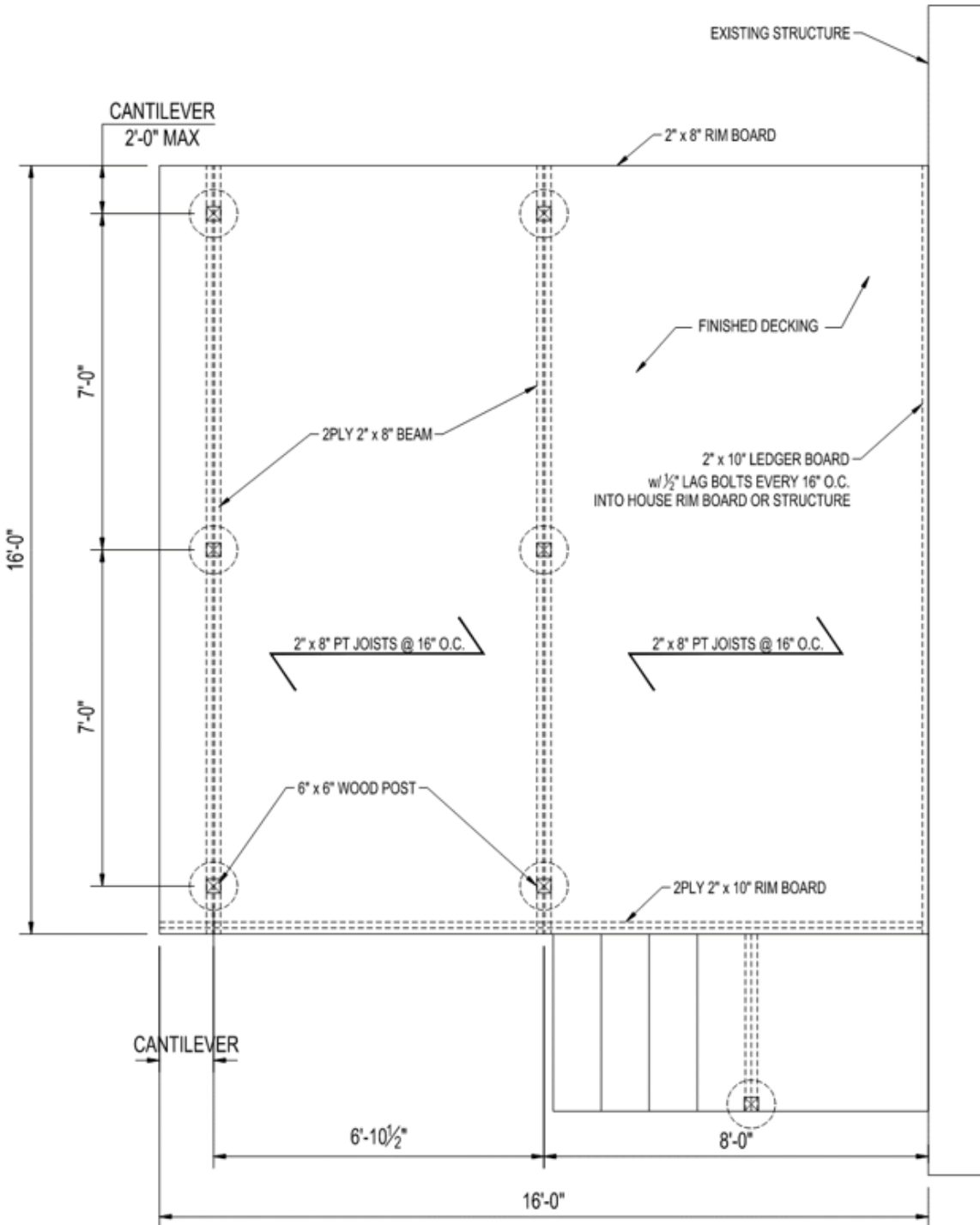
- Identify the location of your property line, existing house and other existing structures (garage, sheds) in relation to the property boundaries with dimensions.
- Show the proposed deck and steps with dimensions (max. 16' x 16').
- Label the street and property lines.
- Locate any easements.

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 By-laws.



Step # 2 – Deck Layout Sample

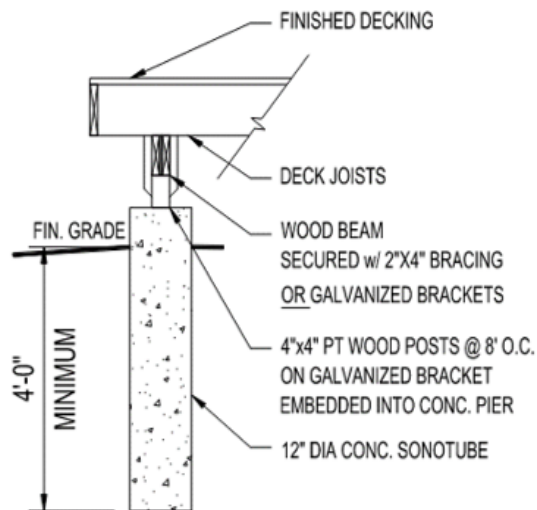
Below is a standard deck design up to a 16'-0" x 16'-0". Refer to the following span charts and fill in the black spaces with the proper sizes. This will form the permit drawing.



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 exceeds the lengths in this chart.



Step # 4 – Posts/Column

- 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

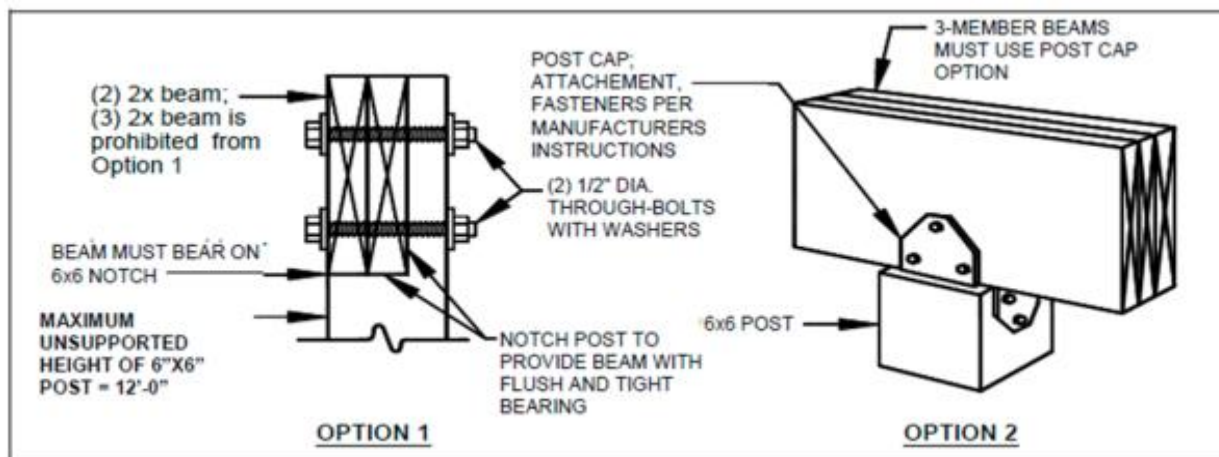
Post/Column Sizing

Deck Height (ft.)	Post Size (Minimum)
Height < 6.5'	4x4 Posts
Height ≥ 6.5'	6x6 Posts

Step # 5 – 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 # 6 – Deck 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.

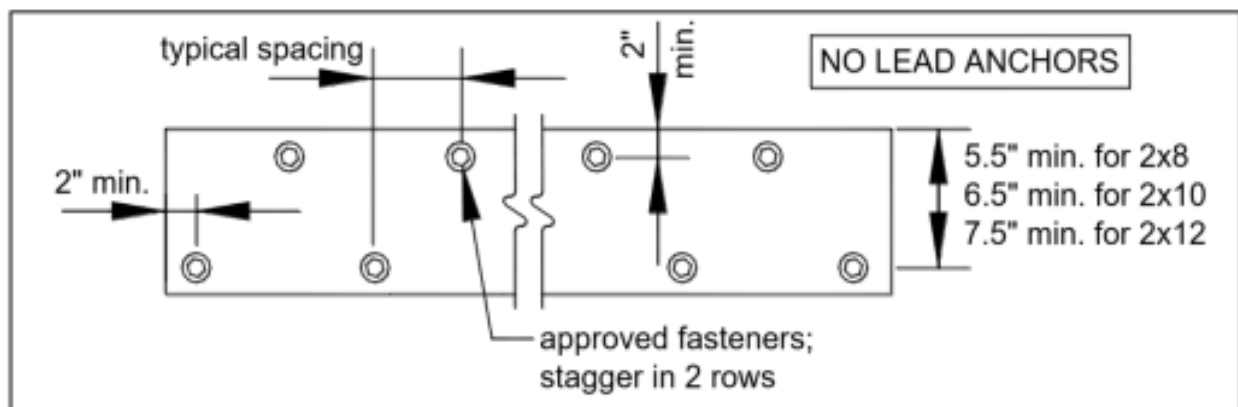
Deck Joists Size and Spacing (Incised, Live Load = 39.7 psf (1.9 kpa))		
Joists Size	Joists Spacing (inches)	Maximum Span (ft.)
2x8	12"	12'-11"
	16"	11'-5"
	24"	9'-4"
2x10	12"	16'-1"
	16"	13'-11"
	24"	11'-5"
2x12	12"	18'-8"
	16"	16'-2"
	24"	13'-3"

Step # 7 – Ledger Board Attachment to house (if applicable)

- The deck ledger shall NOT be nailed to the house - it must be lagged 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.

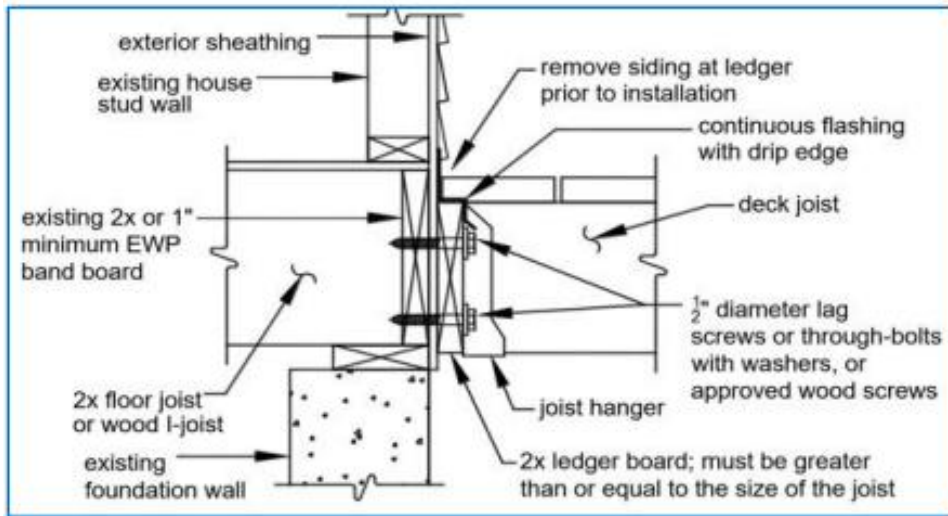
Fastener Spacing and Staggering:

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

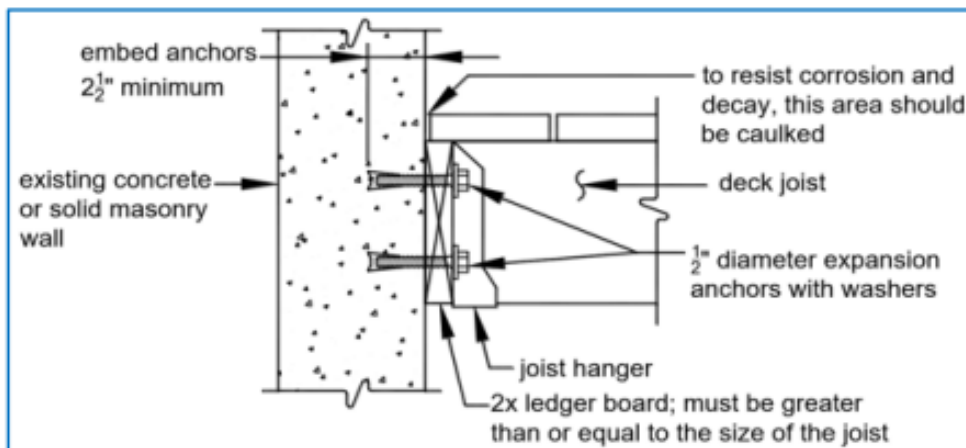


Select one of the ledger board options below.

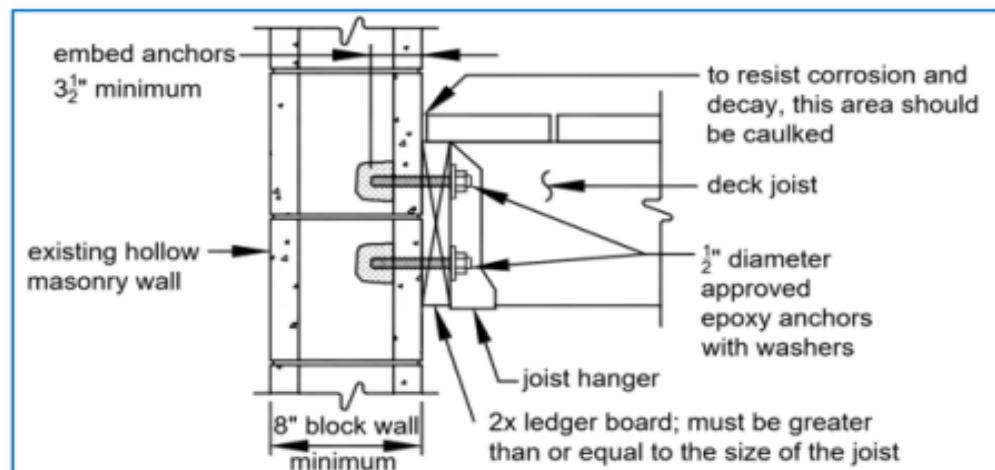
Connection to Rim Board:



Connection to a Poured Foundation Wall:



Connection to a Block Wall:



Step # 8 – Stairs and Guardrails

- Stairs must be designed for safe navigation. They must have uniform treads and risers throughout their length of the stairs.
- 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) 1/2" bolts or hold down anchors per manufacturer's specs

WOOD STAIRS

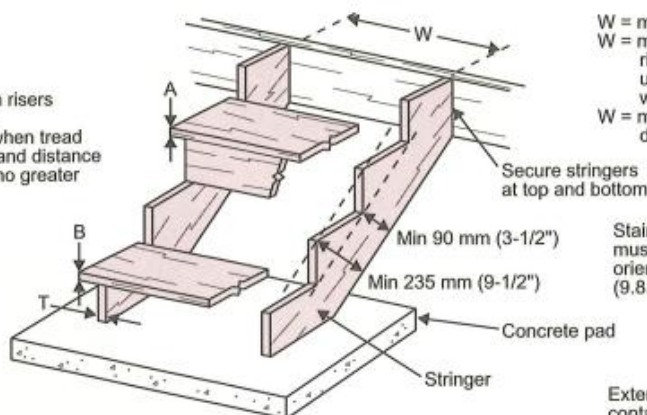
Tread thickness:

A = min 25 mm (1") when risers support front of tread
 B = min 38 mm (1-1/2") when tread unsupported at front and distance between stringers is no greater than 750 mm (30")

(9.8.9.4)

Stringer thickness:

T = 25 mm (1") if supported along the length (i.e. secured to a wall)
 T = 38 mm (1-1/2") if unsupported along the length



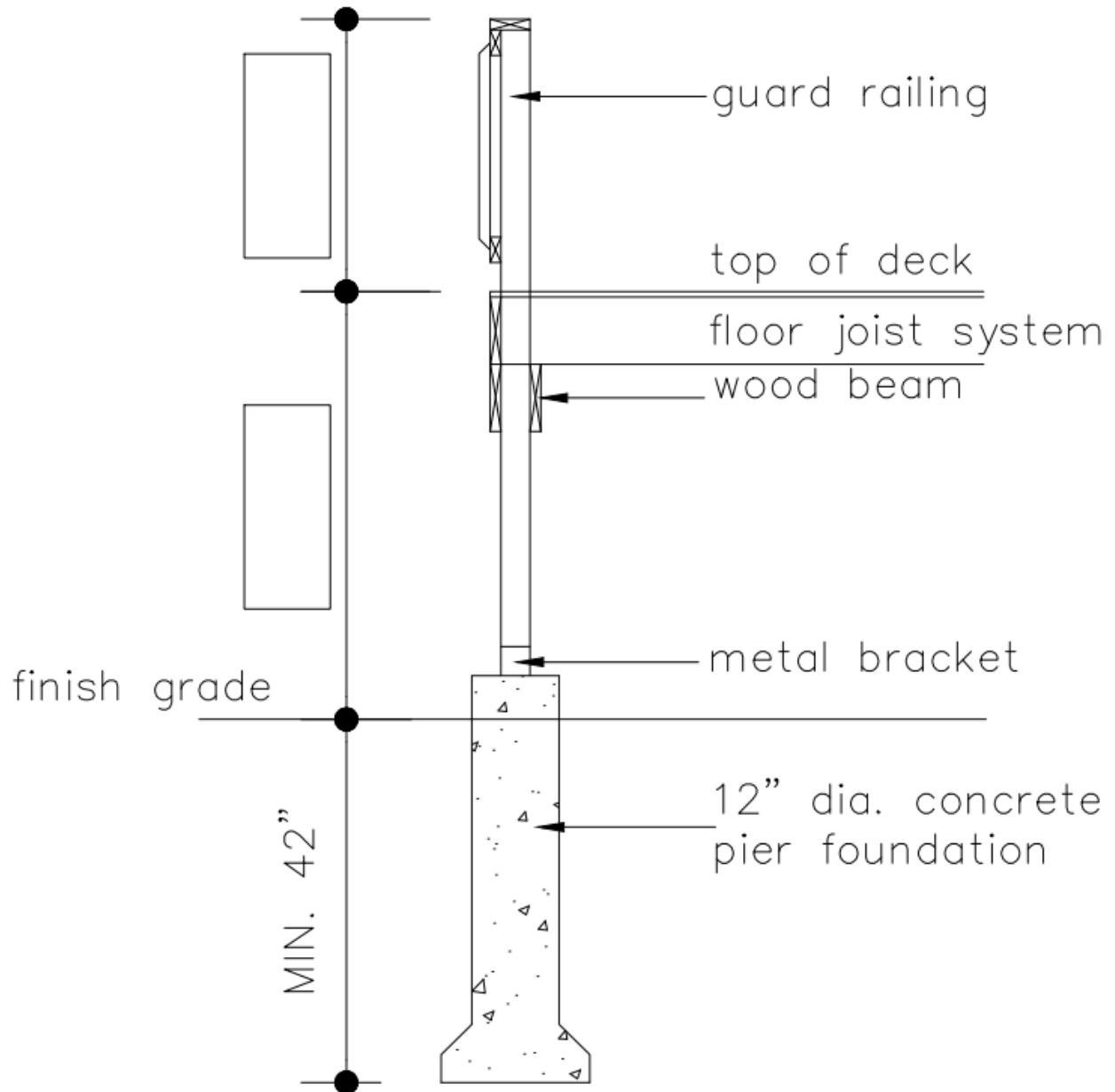
W = max 900 mm (35") in dwelling units
 W = max 1200 mm (47") in dwelling units when risers support the front of the treads unless stringers and treads designed for wider spacing
 W = max 600 mm (23-1/2") in other than dwelling units

Stair treads of plywood or O-2 grade OSB must have their face grain or direction of face orientation at right angles to the stringers (9.8.9.4)

Exterior wood steps shall not be in direct contact with the ground unless treated to prevent decay (i.e. preservatives) (9.8.9.2)

(9.8.9.4)

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



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.

