



## BUILDING DIVISION BUILDING PERMIT APPLICATION REQUIREMENTS

### BUILDING A DECK

#### MINIMUM REQUIREMENTS FOR BUILDING A DECK – Residential, Single or Two Family dwellings only.

A deck is defined as a structure abutting a dwelling unit with *no roof or walls* with a minimum vertical distance to the finished grade below the deck of 0.6 m (1.97 ft.).

In no case may the depth of a principal building in an RS zone exceed 18m (59ft.). In the calculation of depth of the principal building, the depth may be exceeded for uncovered decks extending not more than a combined total of 4 m. (13.1ft.) beyond the exterior surface of the building.

#### GENERAL INFORMATION

- Correct Civic Address
- Legal Description
- Application fee – see Fees and Charges Bylaw - <http://www.cityofportcoquitlam/bylaws>
- All drawings to scale
- Within 50 m of a watercourse (if applicable)  Yes  No
- Within a Development Permit Area  Yes  No  
(See Official Community Plan) [www.cityofportcoquitlam/bylaws](http://www.cityofportcoquitlam/bylaws)

#### DOCUMENTS

##### Building Permit Application Form

- Form A (City form – signed acknowledgement of property owner)
- Architectural
  - o Structural signed & sealed by a Registered Professional (if applicable)
  - o Letters of Assurance signed & sealed by a Registered Professional (if applicable)
- Schedules B1/B2 for each registered professional (BC Building Code)
- Form B (Registered Professional's Proof of Insurance)
- Schedule A (BC Building Code) –applicable if more than one registered professional has been retained.

#### PLANS (3 complete sets)

- Site Plan
- Foundation/Framing Plans
- Elevations
- Construction Details/Cross Section

**NOTE:** All plans submitted with permit applications shall include the name and address of the designer.

This handout is prepared for your convenience as a general guide to the requirements for building a deck. Please consult BC Building Code for specific requirements. Demolition and/or Tree Removal Permits to be completed prior to issuance of Building Permit. Alterations, additions or repairs to a single or two family dwelling which has a construction value of more than 75% of the greater of the assessed value or appraised value (by a designated Accredited Appraiser) of the building prior to commencement of any new work. For further information or assistance visit [www.portcoquitlam.ca/building](http://www.portcoquitlam.ca/building) or contact the Building Division at 604-927-5444.

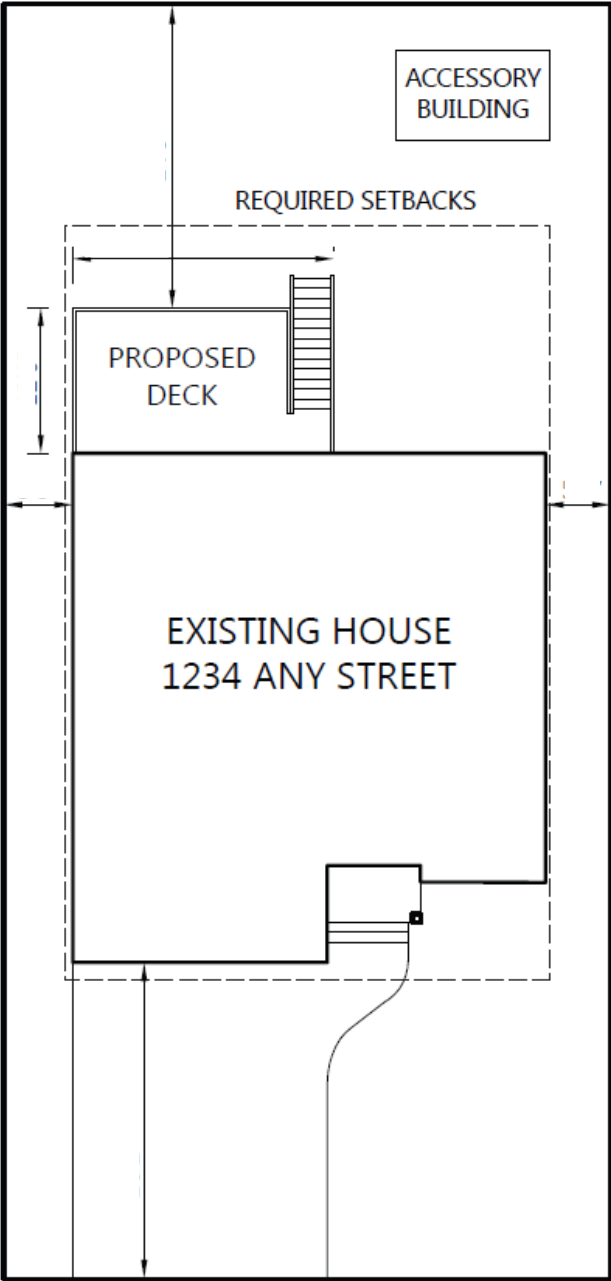
# EXAMPLE SITE PLAN

## DRAWING DETAILS

### SITE PLANS

- Civic Address
- Legal Description
- Streets & Lanes
- Easements and/or Right of Ways (if applicable)
- North Arrow & Scale
- Zoning Information:
  - o Current zoning
  - o Lot area
  - o Maximum allowable lot coverage
  - o Total proposed & existing lot coverage building(s) & deck(s) combined
  - o Impervious surface calculations
  
- Lot Dimensions
- Setbacks
- Footprint view of ALL buildings on property with dimensions
- Denote new construction

**SAMPLE PLANS ONLY**  
**To be used as a guide**  
**Not for application**



EXAMPLE STREET

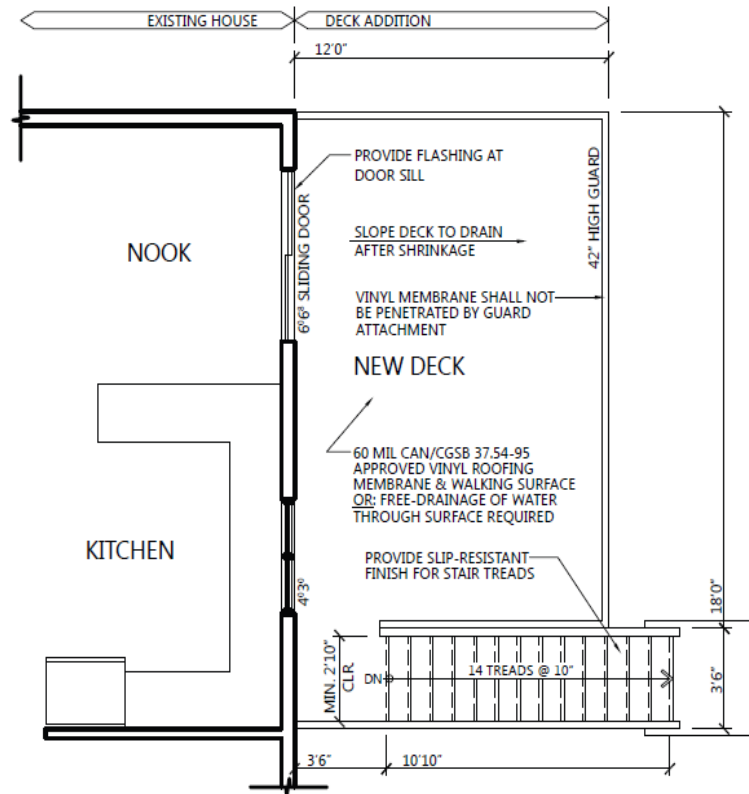


**FLOOR PLANS**

- Deck area & dimensions
- Adjacent room use
- Size of windows & doors (if covered deck)
- Framing layout
- Rise & run of stairs
- Number of risers
- Location of posts
- Species & grade of lumber to be used
- Denote new construction

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**EXAMPLE FLOOR PLAN**



**ELEVATIONS**

- Full view of all sides affected by proposed work
- Height of proposed work
- Deck & railing heights & spacing
- Details of rise & run of stairs
- Deck slope
- Roof slope (if applicable)
- Spatial calculation of proposed windows & doors (if applicable)

**COMPLETE CROSS SECTION**

- Notes to include concrete strength, grade & species of lumber
- Construction notes for floor, wall, foundation & roof
- Size, thickness & spacing of materials
- Elevation of each floor
- Frost Depth – minimum 18 in. to u/s footing
- Roof slope (if applicable)

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**EXAMPLE CROSS SECTION**

