

TOWN OF HALTON HILLS

Building Services



Residential Deck Permit Application Guide

Town of Halton Hills

1 Halton Hills Drive

Halton Hills, ON, L7G5G2

905-873-2600, ext. 2925

www.haltonhills.ca

Above photo taken from Deckers Deck 2026 'Home' Webpage

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General Requirements for Residential Decks

This guide is intended to assist homeowners with the permitting process requirements for the construction of a residential deck for their home. This guide is not intended for decks that will support roofs, gazebos, hot tubs, or any other structure or use other than what is outlined within the guide. Please consult the Ontario Building Code or a qualified designer for additional requirements.

A building permit is not required for decks that are not more than 600mm (24") above grade regardless of size where it serves a residential dwelling unit.

When is a building permit required?

A building permit is required for a residential deck that serves a dwelling where the deck is both greater than 600mm (24") above grade and 10m² (108ft²) in area.

Building permits are needed to ensure that any work complies with the requirements of the Ontario Building Code, Applicable Laws, and Municipal By-laws.

The Building Code Act requires that a Building Permit be obtained for the construction, demolition, or change of use of buildings. It is illegal to construct or demolish a deck prior to obtaining a permit.

During review of your permit application, it will be determined whether your new deck complies with the requirements of the Ontario Building Code. If you are not familiar with designing decks, this document contains sample drawings which you can use as reference ([see Pages 11-15](#)). You can also contact a licensed and qualified design professional to design your deck. When choosing a designer, ensure they have a valid Building Code Identification Number (BCIN) or are a licensed architect or professional engineer.



Applicable Law, Zoning, and Other Required Approvals

Zoning

All Decks must be located and configured in compliance with the Town of Halton Hills Zoning By-laws. If your application does not comply with zoning, you can either provide revised plans, apply to the Committee of Adjustment for a Minor Variance, or apply for a Zoning Amendment (re-zoning). These applications for Minor Variances and re-zoning are submitted to the Planning Department. Please contact our Zoning Officers ([see Page 17](#)) to know which requirements apply (for example - setbacks, size, height)

Applicable Law

The [Ontario Building Code](#) includes a list of Applicable Laws that must be complied with prior to issuing a building permit. Confirming your application complies with the Applicable Laws will be required and will depend on the location of your property/project. Compliance with the Applicable Laws can be met by providing approvals from various agencies, such as Conservation Authorities. Our Zoning Officers and Building Services staff can be contacted if you are unsure if approvals are required for your application ([see Page 17](#)). When applying for a Building Permit application, please ensure you submit a completed [Applicable Law Declaration form](#) at the time of application. If your property is under the Conservation Authorities Act you are required to contact the following agencies, as applicable, to obtain either a permit or written exemption:

Conservation Halton (Contact 905-336-1158 or web@hrca.on.ca)

2596 Britannia Road West R.R. #2, Milton, ON, L9T 2X6.

Visit <https://www.conservationhalton.ca/permitting/> for more information

Credit Valley Conservation Authority (Contact 905-670-1615)

1255 Old Derry Road, Mississauga, ON, L5N 6R4.

Visit <https://cvc.ca/about-planning-permits/> for more information

Grand River Conservation Authority (Contact 519-621-2761 or grca@grandriver.ca)

P.O. Box 729, Cambridge, ON, N1R 5W6.

Visit <https://www.grandriver.ca/planning-development/apply-for-a-permit/> for more information

If the property is within the Niagara Escarpment Commission controlled area, the applicant is required to obtain either a NEC Development Permit or an exemption.

Niagara Escarpment Commission (Contact 905-877-5191 or nec@ontario.ca)

232 Guelph Street, Georgetown, ON, L7G 4B1

Visit <https://escarpment.org/development-permit-applications/> for more information

Other Authorities and Required Approvals

Ministry of Transportation Ontario

Downsview Office - Ministry of Transportation - Highway Corridor Management Section
7th Floor - 159 Sir William Hearst Avenue, Downsview, ON, M3M 1J8

Contact 416-235-5385 or <https://www.hcms.mto.gov.on.ca/SubmitGeneralInquiry>

View MTO controlled areas: <https://www.hcms.mto.gov.on.ca/PermitsControlledArea>

Source Water Protection

To find out if your property falls within a vulnerable area call 311 or sourcewater@halton.ca

View areas under Source Water protection:

<https://www.liaapplications.lrc.gov.on.ca/SourceWaterProtection/index.html?viewer=SourceWaterProtection.SWPViewer&locale=en-CA>

Road Occupancy Permit (Town of Halton Hills)

A Road Occupancy Permit (R.O.P.) is required for each work area/project with a disposal container and/or construction supplies within the Town of Halton Hills Road allowance (boulevard, sidewalk, and/or roadway). The purpose of the R.O.P. for Disposal Containers or Construction Supplies is to permit proper placement of the containers or construction supplies on the road allowance, under the condition that neither could be placed on a private driveway.



Building Permit Process Overview

Applying for your Permit

- **Required Plans and Supporting Documentation** shall be prepared for submission of your permit. [See Page 8](#) for permit application requirements and [Page 9](#) for types of drawings required
- **Apply Online** through the Town of Halton Hills Building Services webpage to submit your Building Permit application ([see Page 17](#)). If you are experiencing technical issues while applying, please contact us for assistance ([see Page 17](#)).
- **Building Permit Fee** is required to be paid at the time of submission for your Building Permit application. Please see [Building Permit Fees](#) for all applicable fees. For our overall current yearly fee schedule please visit the following Town of Halton Hills webpage:
<http://www.haltonhills.ca/userfees/index.php>
- **Damage Deposit** (safeguard to Town-owned infrastructure such as roads and curbs) is required to be paid for deck projects and will be collected before permit issuance. Once work is complete the Building Permit is closed, Engineering Services with the Town of Halton Hills will release the deposit to the property owner.

Permit Review

Your application package will be reviewed by Halton Hills staff. If any documentation is missing or if the design does not comply with Zoning, Grading, or Building Code requirements, you will receive a review report requesting clarification or changes to the proposed design. Once you have prepared all revised plans and supporting documentation you can submit them for further review through the SharePoint link you received after first submitting your application. If you have questions about review letter comments you received or are experiencing any issues while re-submitting, please contact us ([see Page 17](#))

Permit Issuance

Once it has been determined that all plans and supporting documentation comply with all applicable requirements your permit will be issued. You will receive notification that your official Building Permit Placard and stamped plans/supporting documentation are available to download.

Failure to obtain a Building Permit prior to beginning your building project may result in:

- Costly repairs to gain compliance,
- Removal of work not completed in compliance,
- Increased Building Permit application fee (surcharge), and/or
- Legal action initiated to gain compliance, additional fines may be imposed

Inspections

Upon issuance of your Building Permit, our Building Services Inspectors will perform inspections to check that all work complies with the approved plans. Your Building Permit placard will list the prescribed stages at which you are required to have inspections performed. Building Inspections can be scheduled through our [online inspection request form](#) or by contacting our building inspection line ([see Page 17](#)). Requests can be submitted before 3 p.m. for next day inspections.

While work is performed, the permit placard shall be posted in a clearly visible location on site. The approved plans and any specifications reviewed by Building Services must also be kept on site and available for review by our Inspectors. All work must be carried out in accordance with the approved Building Permit documentation and the Ontario Building Code. Any changes to approved plans must be submitted to Building Services and re-approved prior to construction.

If you hire a contractor or tradesperson to complete work on your property, the Town recommends you ensure the company or person has a license to do the work ([see Page 17](#)). The Town's Business Licensing By-law requires businesses such as contractors to have a license to work in Halton Hills. This protects homeowners by ensuring these businesses meet safety standards and are properly insured.



Permit Application Requirements

To apply for a Building Permit for a deck, please submit the following:

Permit Application to Construct/Demolish form

This application form was created by the Ministry of Municipal Affairs and Housing. The form can be found in the Town of Halton Hills Building Services website under '*Forms and Guides*' ([see Page 17](#))

Schedule 1 Designer form

The Schedule 1 form shall be fully completed and signed by the designer taking responsibility for certain design activities. Plans used for the review purposes shall be prepared by the following:

- A homeowner who owns the property in question (Corporations are not considered as homeowners and qualified designers shall prepare plans for their applications) or
- A qualified designer:
 - Having a B.C.I.N. (Building Code Identification Number) and qualifications of Classes of Registration for design (in '*House*' or "*Small Buildings*") from the Ontario Ministry of Municipal Affairs and Housing,
 - Professional Engineer permitted to practice with the P.E.O. (Professional Engineers Ontario), or
 - Architect licensed with the O.A.A. (Ontario Association of Architects)

Professional Engineers/Architects are exempt from completing the Schedule 1 form. It can be found in the Town of Halton Hills Building Services website under '*Forms and Guides*' ([see Page 17](#))

Owner's Authorization Form

When a building permit application is submitted by someone other than the property owner, a signed and fully-completed copy of the [Owner's Authorization form](#) must be provided. A copy of the form can be obtained from the Halton Hills Building Services website under '*Forms and Guides*' ([see Page 17](#))

Fully-dimensioned Plans/Drawings (all including property address and drawing scale)

- **Surveys/Site Plan** ([see Page 11 for sample drawing](#))

- Location of all existing structures on the property
- Location of the septic system including septic tank(s) with setbacks (distances) to the proposed deck indicated*
- Location and size of the proposed deck, including any stairs
- Note all setbacks (distances) from the proposed deck to all lot lines

**Minimum setbacks from proposed structures to septic tanks is 1.5 meters, to leaching beds is 5 meters, and clear access to septic tanks must be maintained for servicing requirements.*

- **Elevations** ([See Page 12 for sample drawing](#))

- Type and size of lateral support for columns and posts
- Height of deck above grade, from average finished grade to top of decking
- Type and heights of guards
- Sizes of support posts and columns
- Confirm the riser height and tread width of stairs

- **Cross Section Details** ([See Pages 13 and 14 for sample details](#))

- Detailing of method of attachment of ledger boards to dwelling where applicable
- Existing foundation wall type and size where attaching to foundation
- Size and spacing of joist and beam framing
- Size and depth of foundations

- **Floor Plan** ([See Pages 13 and 14 for sample details](#))

- Location, depth, size, spacing, and type of foundations (example - concrete piers)
- Setback of foundation system to foundation of existing dwelling
- Size of posts
- Confirm method of attachment of structure to dwelling if attached
- Type, size, ply, and spacing of beams, joists, and posts
- Confirm the spans (length) of joists and beams to their supports
- Show type and spacing of strapping/blocking/bridging
- Type and size of decking
- Width and length of stairs treads
- Width and length of stair landings
- Location of railings and guards

Please note further plans/details/supporting documentation in addition to the above may be requested to verify Grading, Zoning, and/or Building Code compliance.

NOTE ON GUARD SYSTEMS:

The Ontario Building Code requires guards with railings to be installed where the height of any deck, exterior landing, porch, ramp or balcony exceeds 60 centimeters (24") between the walking surface and the adjacent surface within 1.2 metres (4 ft). The code also contains requirements for the construction of guards, stairs, ramps, landings, and handrails. Wood guards are deemed to comply with the loading requirements of the Building Code if they are constructed in accordance with the Supplementary Standard SB-7, "*Guards for Housing and Small Buildings*".

If guard components such as posts, top/bottom rails, panels, or balusters are not made of wood (including any combination of wood, metal and glass) the permit application submission must include a specification package/report prepared by a Professional Engineer licensed to practice in Ontario or approved by the Canadian Construction Materials Centre (CCMC). The supplier or manufacturer of the pre-manufactured railing system should be able to provide the required engineered design documentation up to the standards of the latest version of the Building Code.

Additional information may be required for glass guard systems where glass panels are frameless and supported on spigots.



Metal Balusters - Image from Peak®



Frameless Glass Guard - Image from Invisirail TM



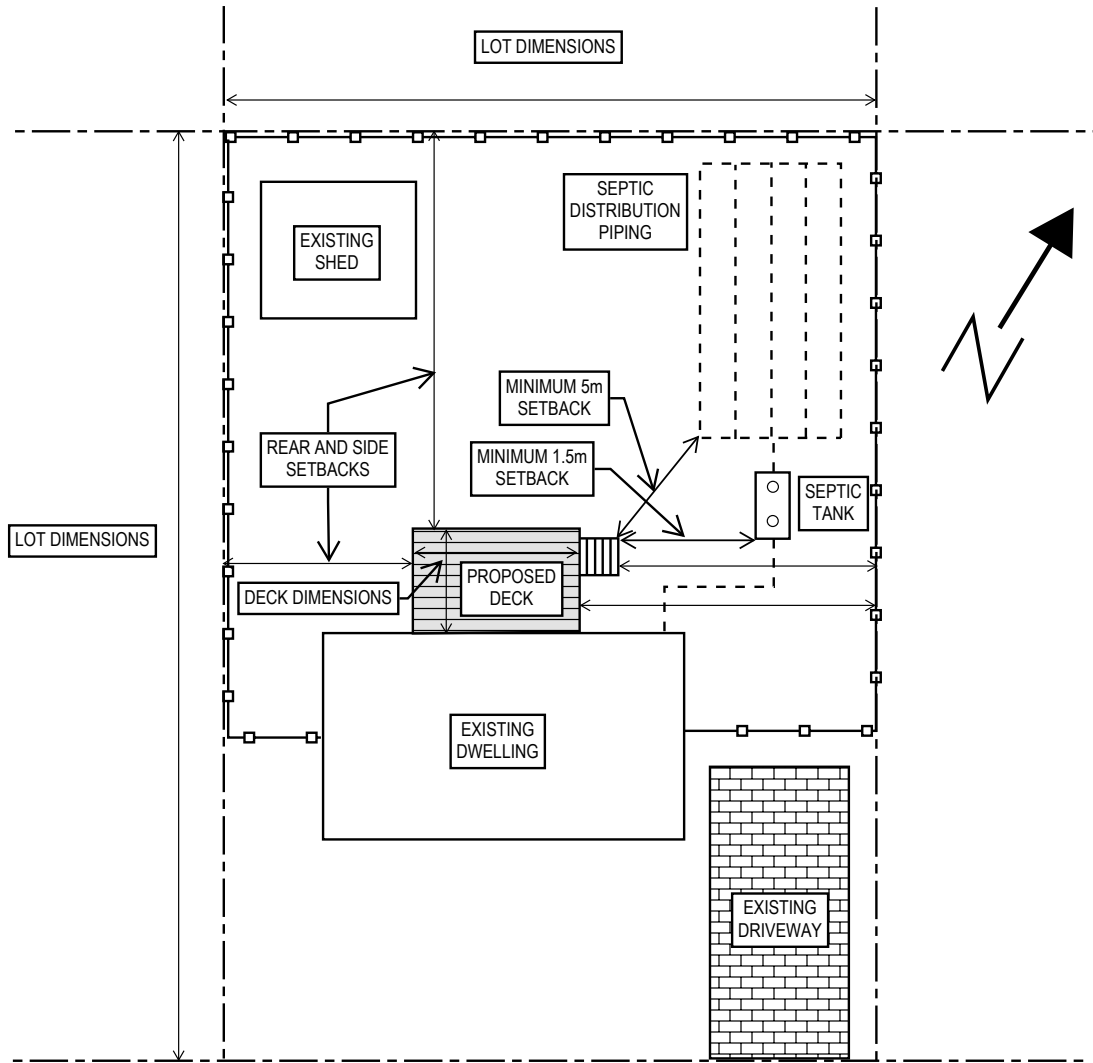
Aluminum Railing – Image from ETP Metal Products LTD



Glass Panels between Posts – Image from Peak®

SAMPLE SITE PLAN

SCALE OF DRAWING IN METRIC OR IMPERIAL

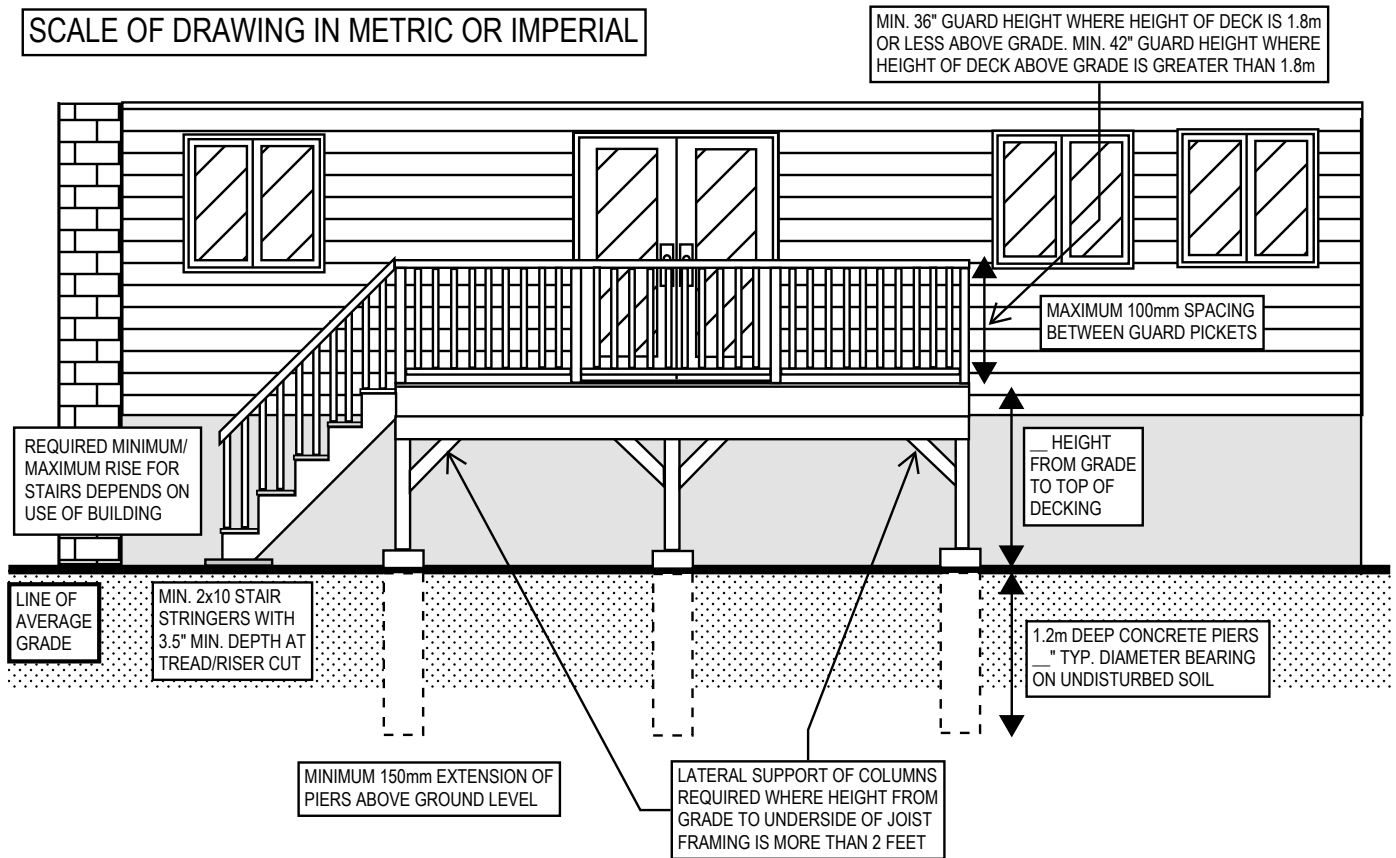


STREET NAME

ZONING		LOT NO:		PLAN NO:		LOT AREA		LOT FRONTAGE		LOT DEPTH	
						m2		mm		mm	
DESCRIPTION	EXISTING	DECK	TOTAL	%	ALLOWED	%	SETBACKS	EXISTING	PROPOSED		
LOT COVERAGE	m2	m2	m2		-----		FRONT YARD	mm	mm		
GROSS FLOOR AREA	m2	m2	m2		m2		REAR YARD	mm	mm		
LANDSCAPED AREA	-----	-----	-----		-----		INTERIOR SIDE (east)	mm	mm		
NO. OF STORIES HEIGHT	mm	mm	mm		mm		INTERIOR SIDE (west)	mm	mm		
WIDTH	mm	mm	mm		-----		EXTERIOR	-----	-----		
DEPTH	mm	mm	mm		mm						
PARKING	-----	-----	-----		-----						

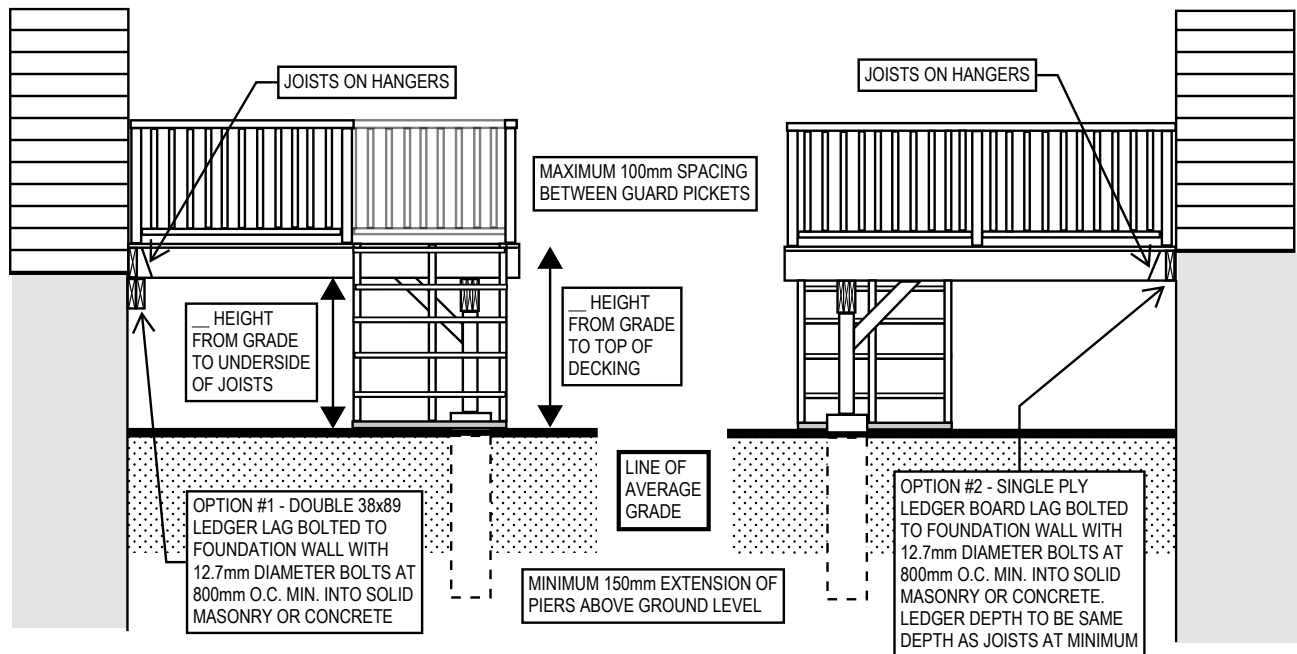
SAMPLE REAR ELEVATION

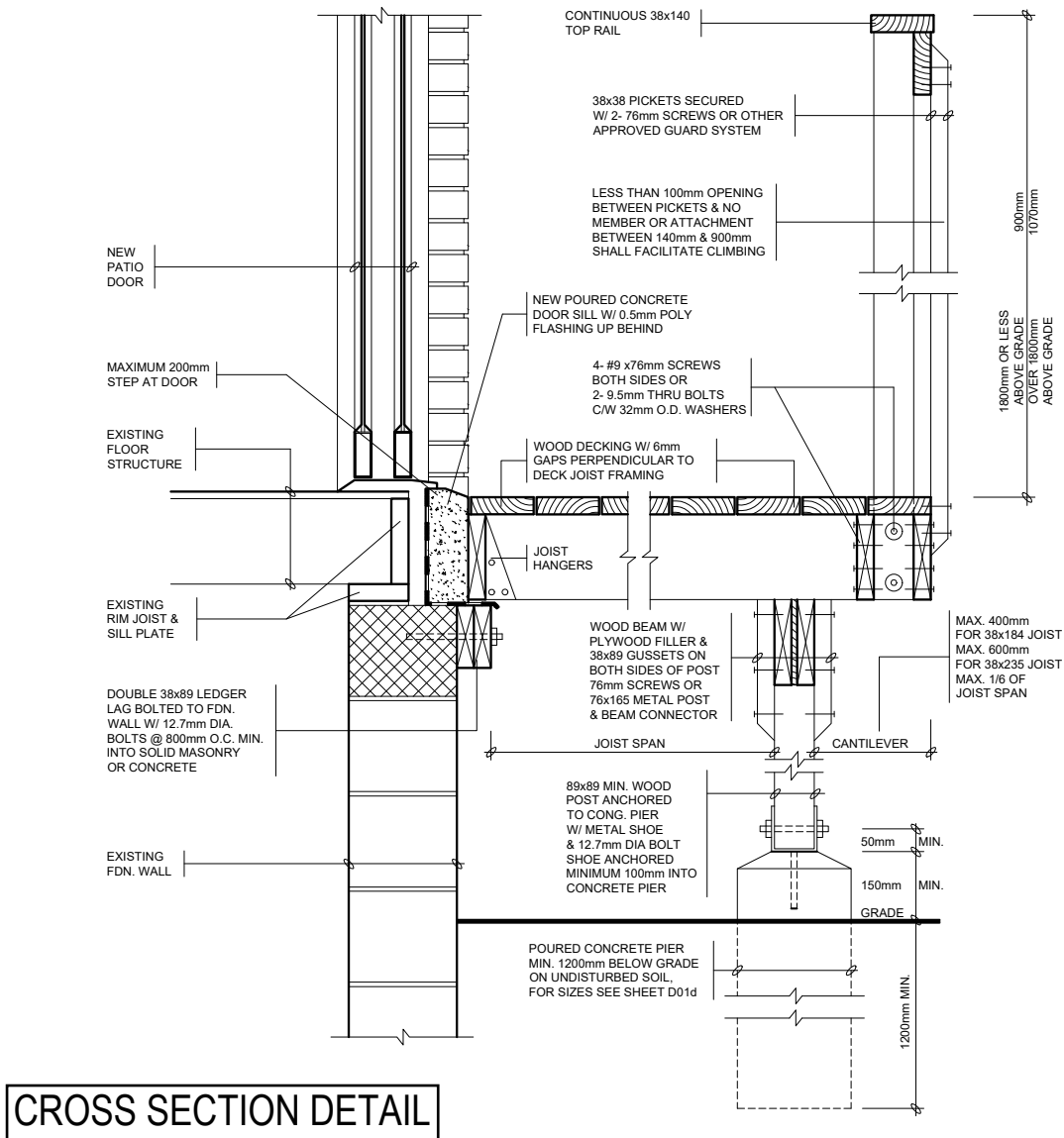
SCALE OF DRAWING IN METRIC OR IMPERIAL



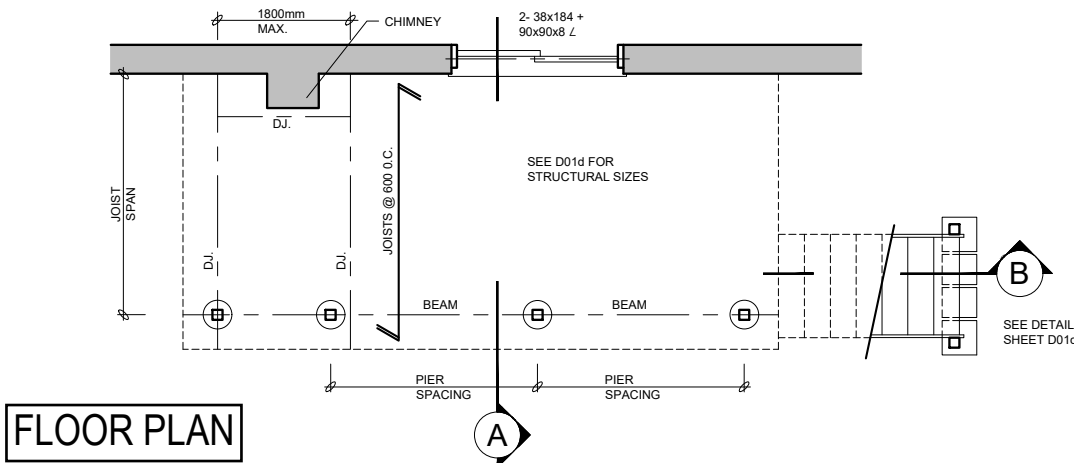
SAMPLE LEFT AND RIGHT SIDE ELEVATIONS

SCALE OF DRAWING IN METRIC OR IMPERIAL

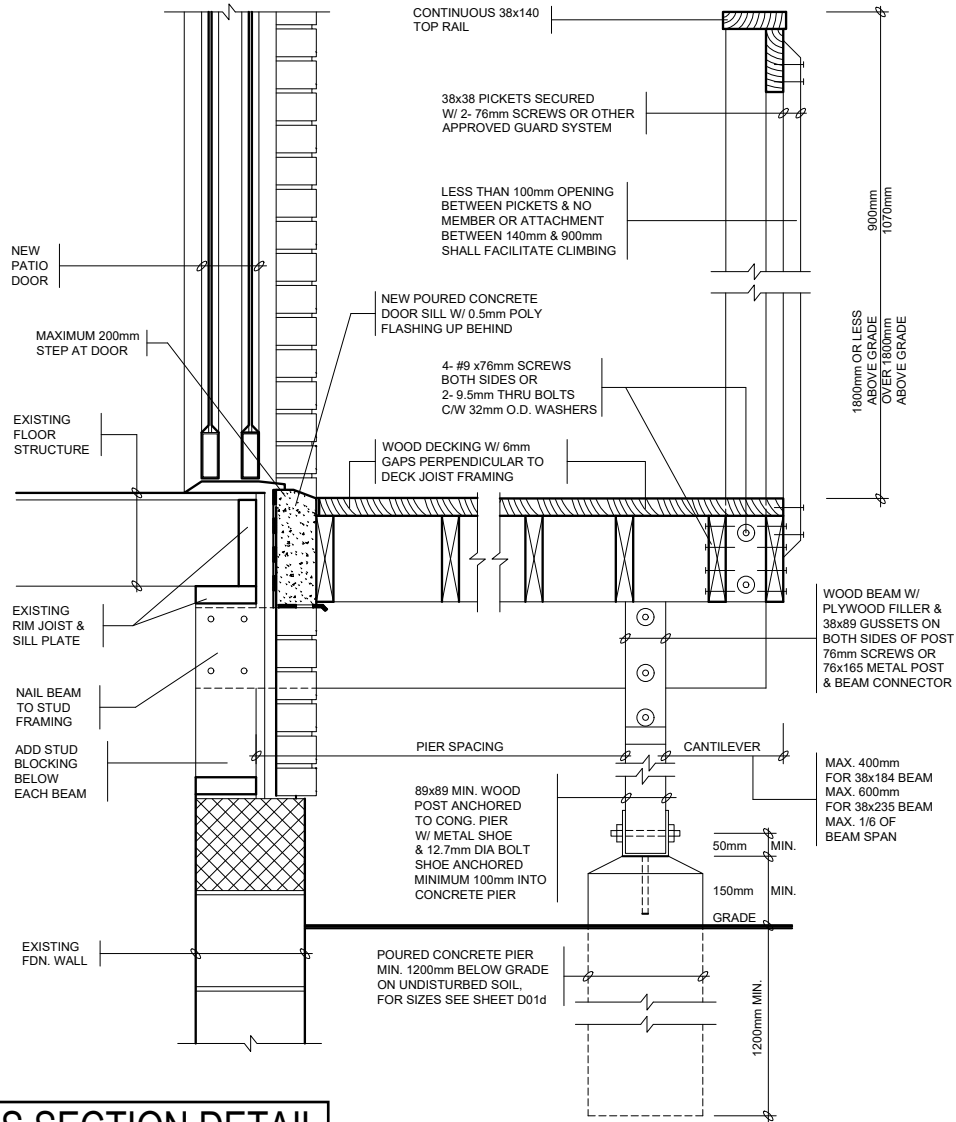




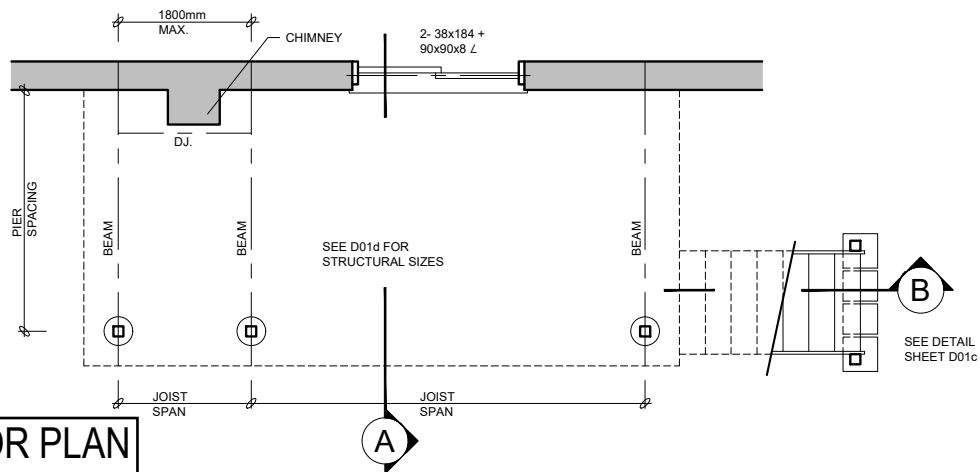
CROSS SECTION DETAIL



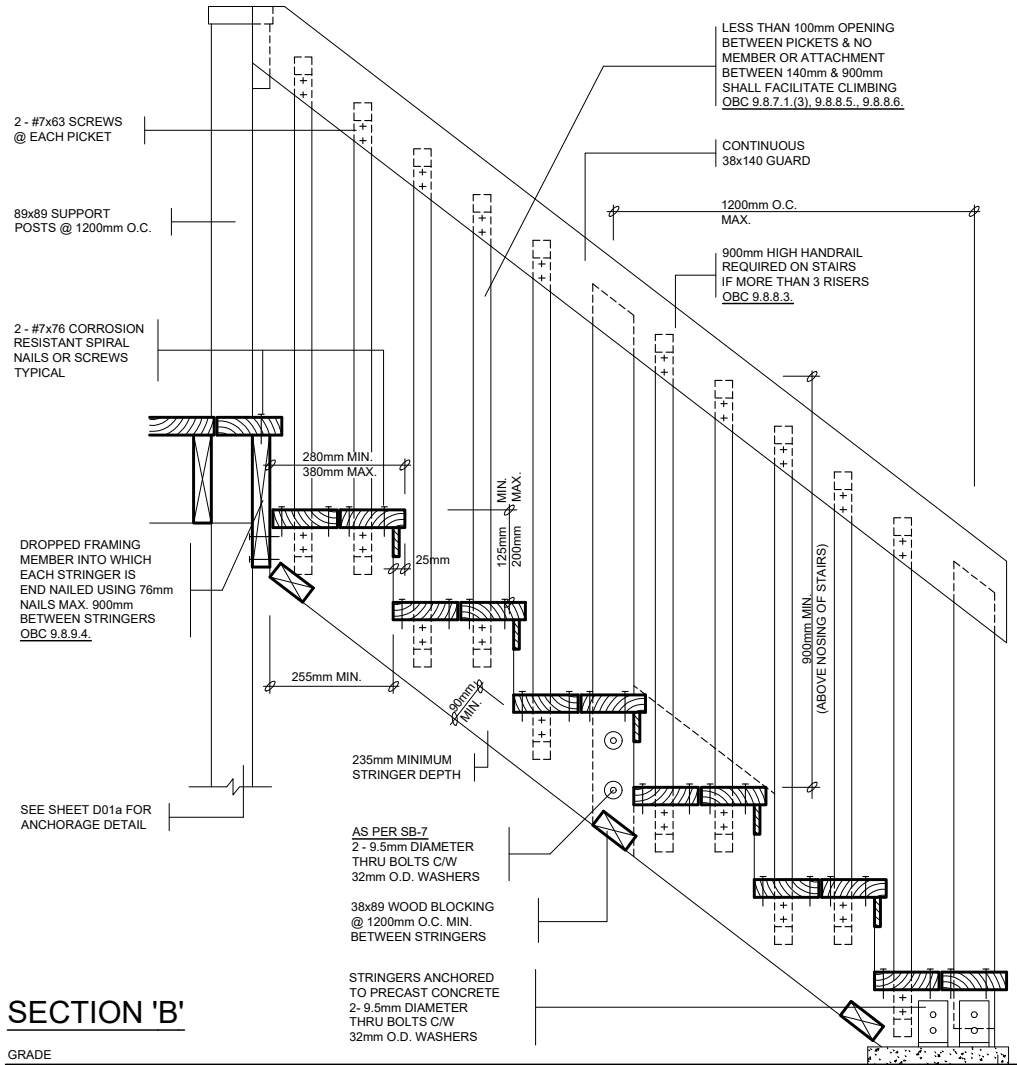
FLOOR PLAN



CROSS SECTION DETAIL



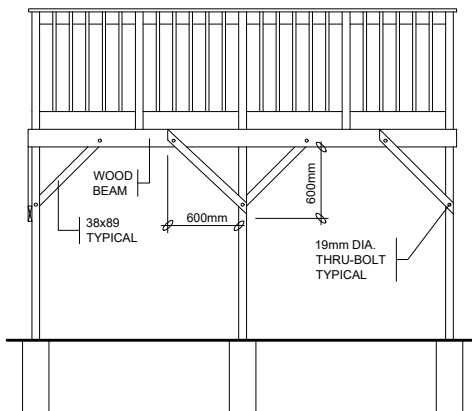
FLOOR PLAN



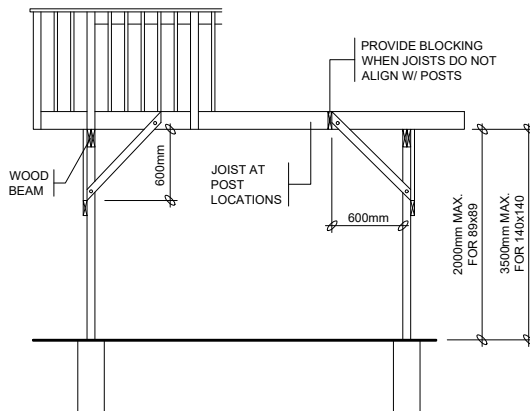
SECTION 'B'

GRADE

WOOD STAIRS SHALL NOT BE IN DIRECT CONTACT WITH THE GROUND. OBC 9.8.9.3(1)



BRACING PARALLEL TO BEAM



BRACING PERPENDICULAR TO BEAM

FREE STANDING DECKS GREATER THAN 600mm ABOVE GRADE SHALL RESIST LATERAL LOADING & MOVEMENT. ALL POSTS MUST BE BRACED WHERE THE SUPPORTED AREA EXCEEDS THOSE LISTED IN THE TABLE ON D01d

BEAM SIZING TABLE									
SUPPORTED JOIST LENGTH (mm)	ROOF SNOW LOAD 1.9 kPa			ROOF SNOW LOAD 2.5 kPa			ROOF SNOW LOAD 3.0 kPa		
	PIER SPACING (mm)			PIER SPACING (mm)			PIER SPACING (mm)		
	2000	3000	4000	2000	3000	4000	2000	3000	4000
1500	2/ 38X140	2/ 38X184	2/ 38X235	2/ 38X140	2/ 38X184	2/ 38X235	2/ 38X140	2/ 38X235	2/ 38X286
2000	2/ 38X140	2/ 38X184	2/ 38X235	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X235	2/ 38X286
2500	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X235	2/ 38X286
3000	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X235	2/ 38X286
3500	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X286	N/A
4000	2/ 38X184	2/ 38X235	2/ 38X286	2/ 38X184	2/ 38X286	N/A	2/ 38X184	2/ 38X286	N/A

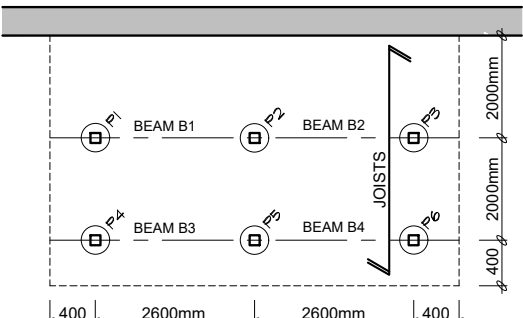
JOIST SIZING TABLE									
JOIST SPAN (mm)	ROOF SNOW LOAD 1.9 kPa			ROOF SNOW LOAD 2.5 kPa			ROOF SNOW LOAD 3.0 kPa		
	JOIST SPACING (mm)			JOIST SPACING (mm)			JOIST SPACING (mm)		
	300	400	600	300	400	600	300	400	600
2000	38X140	38X140	38X140	38X140	38X140	38X140	38X140	38X140	38X140
2500	38X140	38X140	38X184	38X140	38X140	38X184	38X140	38X184	38X184
3000	38X140	38X184	38X184	38X184	38X184	38X235	38X184	38X184	38X235
3500	38X184	38X184	38X235	38X184	38X235	38X235	38X235	38X235	38X235
4000	38X235	38X235	38X286	38X235	38X235	38X286	38X235	38X235	38X286

FOOTING SIZES	
SOIL BEARING CAPACITIES (kPa)	
SOIL TYPE	BEARING PRESSURE (kPa)
SOFT CLAY	40
LOOSE SAND OR GRAVEL	50
FIRM CLAY	75
DENSE OR COMPACT SILT	100
STIFF CLAY	150
DENSE COMPACT SAND OR GRAVEL	150
TILL	200
CLAY SHALE	300
SOUND ROCK	500

PIER SIZES	
DIAMETER (MM)	m ²
200	0.03
250	0.05
300	0.08
350	0.10
400	0.13
500	0.20
600	0.30

POST SIZING TABLE				
POST SIZE (mm)	MAXIMUM HEIGHT (m)	MAX. SUPPORTED DECK AREA (m ²)		
		LIVE LOAD (kPa)		
		1.9	2.5	3.0
89x89	1.0	10.86	8.71	7.48
	1.5	5.93	4.76	4.09
	2.0	3.15	2.53	2.17
140x140	2.0	13.67	10.98	9.43
	2.5	9.32	7.48	6.43
	3.0	6.35	5.10	4.38
	3.5	4.41	3.54	3.04

PIERS	SUPPORTED DECK AREA
P1	2 x 1.7 = 3.4 m ²
P2	2 x 2.6 = 5.2 m ²
P3	2 x 1.7 = 3.4 m ²
P4	1.4 x 1.7 = 2.4 m ²
P5	1.4 x 2.6 = 3.6 m ²
P6	1.4 x 1.7 = 2.4 m ²
BEAMS	SUPPORTED JOIST LENGTH
B1	2000mm
B2	2000mm
B3	1400mm
B4	1400mm
BEAM SPAN = 2600mm	
JOIST SPAN = 2000mm	



PIER SIZE (m²) = SUPPORTED DECK AREA (m²) x MIN. 1.9 (kPa) LIVE LOAD
SOIL BEARING CAPACITY (kPa)

GENERAL NOTES

- A MINIMUM LIVE LOAD OF 1.9 kPa SHALL BE APPLIED IN ALL LOCATIONS.
- THE PRESCRIBED SNOW LOAD FOR 225 SELECTED ONTARIO LOCATIONS IS INDICATED IN COLUMN 12 OF TABLE 1.2 IN SUPPLEMENTARY GUIDELINE SB-1 OF THE ONTARIO BUILDING CODE. THE SNOW LOAD SHALL BE APPLIED AS THE MINIMUM LIVE LOAD WHERE IT IS GREATER THAN 1.9 kPa
- A SITE PLAN OR SURVEY IS REQUIRED SHOWING ALL LOT LINES & DIMENSIONS, SIZE & LOCATION OF ALL EXISTING BUILDINGS & DECKS.
- LUMBER NO. 2 SPF OR BETTER WOOD POSTS MIN. 89x89 (SOLID). USE CORROSION RESISTANT SPIRAL NAILS OR SCREWS.
- A DECK IS NOT PERMITTED TO BE SUPPORTED ON BRICK VENEER.
- CANTILEVERED JOISTS AND BEAMS ARE LIMITED TO 1/6 THE MEMBERS LENGTH.
- CONCRETE PIERS SHALL BEAR ON UNDISTURBED SOIL. THE BEARING CAPACITY OF THE SOIL SHALL BE DETERMINED PRIOR TO CONSTRUCTION.
- MAXIMUM HEIGHT REFERS TO THE HEIGHT OF THE POST FROM THE TOP OF THE PIER TO THE DECK SURFACE.
- BEAMS WITH MORE THAN 2 MEMBERS MUST BE SUPPORTED BY 140x140 POSTS.
- THE ALLOWABLE SOIL BEARING PRESSURE SHALL BE REDUCED BY 50% WHILE THE WATER IS AT OR NEAR THE BOTTOM OF THE FOOTING EXCAVATION.
- CONTACT YOUR LOCAL BUILDING DEPARTMENT FOR FURTHER INFORMATION ABOUT LOCAL SOIL BEARING CAPACITIES.
- JOISTS SPANNING MORE THAN 2100mm ARE TO HAVE BRIDGING AT LEAST EVERY 2100mm O.C.



Building Services and General Contacts

To apply online: <https://forms.haltonhills.ca/Building-Services/Building-Permit-Application>

Building Services General Information webpage: <https://www.haltonhills.ca/en/residents/building-permit-information.aspx>

Building Services Contacts

General Inquiries - Building Services: 905-873-2600, ext. 2300

Building Services Intake staff: 905-873-2600 ext. 2925

Zoning Officer: 905-873-2600 ext. 2034

Planning and Development (Minor Variances): 905-873-2600 ext. 2900

Building Inspections: 905-873-2600 ext. 2922

Submitting Online Inspections Requests:

<https://www.haltonhills.ca/en/residents/inspection-request-form.aspx>

If you would like to meet with any of our Building staff in-person, contact 905-873-2600 ext. 2300 prior to your visit to make an appointment to ensure their availability.

General Contacts

Ontario One Call: 1-800-400-2255 or visit <https://ontarioonecall.ca/> for more information

Town of Halton Hills Engineering Services (Storm sewer): 905-873-2600 ext. 2200 or visit www.haltonhills.ca for more information

Halton Hills Hydro (Hydro Lines): 519-853-3700 ext. 253 or email inquiries@haltonhillshydro.com. Visit www.haltonhillshydro.com for more information

Halton Region (Sanitary sewers and water mains): 1-866-442-5866 ext. 0 or visit www.halton.ca for more information

Union Gas (Gas lines): 1-877-969-0999 or visit www.uniongas.com for more information

Halton Region Tree Cutting By-Law (Green and Valley Lands): Call 311 or 905-825-6000 or email forests@halton.ca. Visit www.halton.ca for more information