

TOWN OF BRADFORD WEST GWILLIMBURY

RESIDENTIAL DECK PACKAGE

To apply for a permit, submit all documents online through the [CityView Portal](#) or scan this QR code



Permit Requirements:

Decks meeting one or more of the criteria below require a building permit:

- ☐ Deck is attached to the house
- ☐ Deck is serving a required entrance
- ☐ Deck is 2 feet (0.6 m) or greater in height above grade
- ☐ Deck is larger than 107 square feet (10 m²)

Permit Submission:

Complete and include the following documents in your submission:

- ☐ Deck Construction Specifications
- ☐ Site Plan
- ☐ Deck Floor Plan
- ☐ Footing and Beam/Post Connection Details
- ☐ Deck Attachment Details
- ☐ Lateral Bracing and Stair Connection Details
- ☐ Guard Construction Details
- ☐ [Application for a Permit to Construct or Demolish](#)
- ☐ [Schedule 1: Designer Information](#)
- ☐ [Agent Authorization Form](#) (if applicable)
- ☐ Conservation authority approval [NVCA](#) or [LSRCA](#) (if applicable)

**Nottawasaga Valley
Conservation Authority**
www.nvca.on.ca
705-424-1479

**Lake Simcoe Region
Conservation Authority**
www.lsrca.on.ca
905-895-1281



Town of Bradford West Gwillimbury
305 Barrie Street, Unit 4B
Bradford, Ontario, Canada L3Z 2A9
Phone: 905-778-2055
Fax: 905-778-2035
www.townofbwg.com

Permit Fees:

- ☐ Permit fee

* Building permit fees are calculated in accordance with Schedule “A” of the current [Building By-law 2020-40](#)

Mandatory Inspections:

- 1. Footing Inspection** (before pouring concrete)
 - Holes are inspected to verify the depth, diameter, and spacing of the piers
- 2. Framing Inspection**
 - Completion of framing components including the connection to the house
- 3. Final Inspection**
 - Required at the time of completion of deck flooring, guards, and stairs

To schedule an inspection, please visit the [Building Inspection Request](#) page on our website, or scan this QR code.



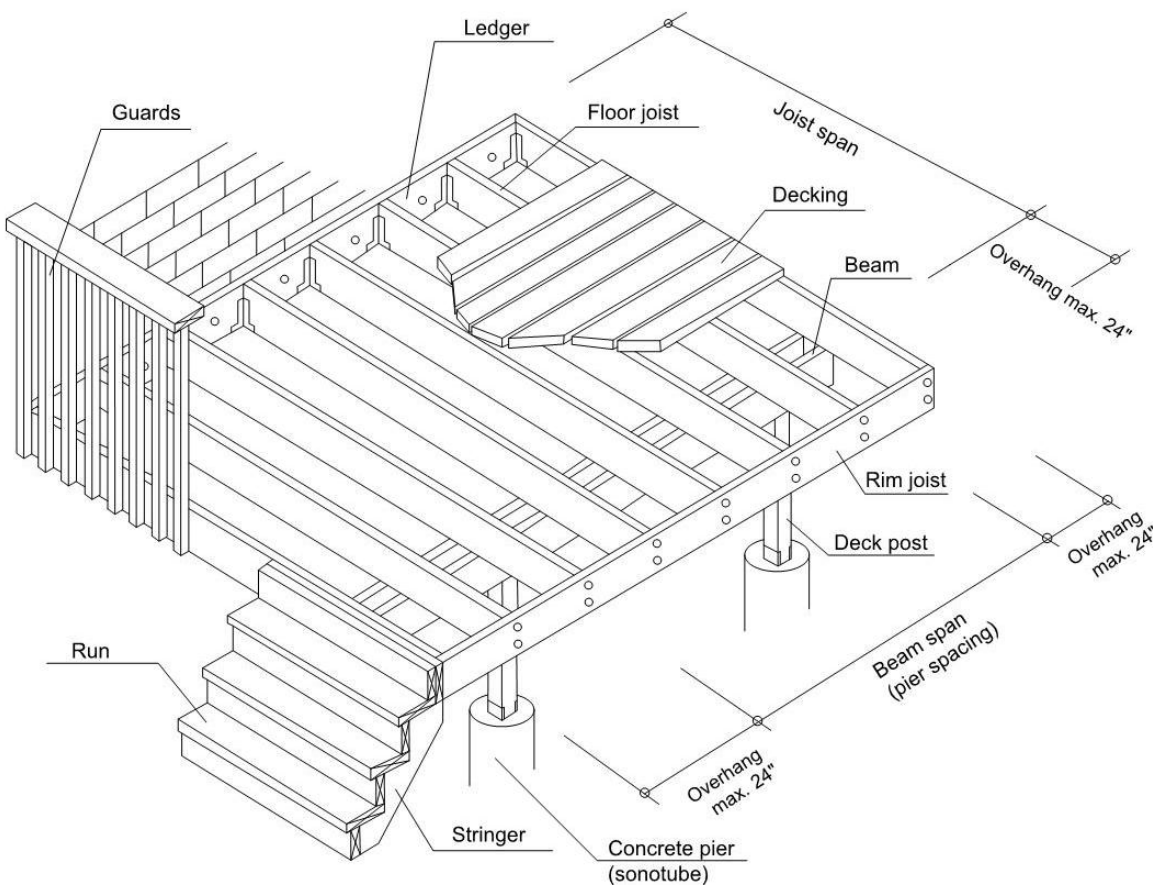
We are here to help!

If you require more information or have any questions, feel free to contact:

Town of BWG, Building Division
Monday-Friday, 8:30am-4:30pm
Phone 905-775-5366 ext. 1500
Email buildinginspections@townofbwg.com

Zoning Information

Permitted Structure or Feature	Applicable Required Yard(s)	Required Setback or Permitted Encroachment
Uncovered Decks (0.6 m or less in <i>height</i> above <i>finished grade</i>)	Side Yard	No closer than 0.6 m from the <i>side lot line</i> .
	Rear Yard	No closer than 1.2 m from the <i>rear lot line</i> .
Uncovered <i>Decks</i> (Greater than 0.6 m in <i>height</i> above <i>finished grade</i>)	Interior Side Yard	Required <i>side yard setback</i> of the zone in which the <i>lot</i> is located. This <i>setback</i> shall not apply where a <i>side lot line</i> extends from a common wall dividing <i>attached dwelling units</i> .
	Exterior Side Yard	No encroachment.
	Rear Yard	No closer than 3.5 m to the <i>rear lot line</i> .
Stairs used to access an uncovered <i>deck</i>	<i>Any setback for the deck or porch</i>	An additional 1.0 m from the <i>deck</i> , but in no case shall the encroachment for the stairs be closer than 1.0 m to the <i>lot line</i> .



Deck Construction Notes

1. All work whether detailed on plans or not is subject to the field review of the building inspector
2. Footings/sonotubes must bear on undisturbed soil minimum 48" below grade
3. Deck foundation/sonotubes shall extend not less than 6" above grade
4. Decks NOT attached to the house, and not more than 24" high, may rest on an approved deck block foundation system on grade
5. Decks attached to the house cannot be supported on brick veneer: they shall be attached to the house framing structure
6. Provide lateral support (diagonal knee bracing) to deck posts when posts are more than 600mm (24") in height
7. Provide mid span solid blocking where joists span over 6'11"
8. Deck requires a guard if it is 600mm (24") or greater in height
9. For decks more than 24" above grade and up to 5'11" above grade, the guard must be minimum 35" high with no climbable attachments and no openings greater than 4". For decks more than 5'11" above grade the guard must conform to the above except that the minimum height is 42"
10. Minimum 20 Gauge framing anchor to be used at post to rail connections
11. Provide solid blocking between joists at guard rail posts where guard is parallel to joist direction
12. Guards shall meet requirements set out in Div. B Subsection 9.8.8 and/ or SB-7 of the Supplemental Standards of 2024 OBC
13. Stairs with more than 3 risers shall have a handrail
14. Wood stair stringers shall be a minimum size of 2x10 and the space between stringers shall not be more than 2'11"
15. You shall respect the lot grading of your lot and those that surround it

Deck Construction Specifications

Please provide the following information:



Town of Bradford West Gwillimbury
305 Barrie Street, Unit 4B
Bradford, Ontario, Canada L3Z 2A9
Phone: 905-778-2055
Fax: 905-778-2035
www.townofbwg.com

Property:	
Address	
Conservation Authority Approval (if applicable):	
NVCA or LSRCA	
Deck Size:	
Width	
Length	
Height (ground to top of decking)	
Zoning (For zoning information, see page #2):	
Deck Setbacks:	
Front/Rear Yard	
Side Yard	/
Stairs Used to Access Uncovered Deck:	
Front/Rear Yard	
Side Yard	/
Footings (For structural sizing table, see page #4):	
Type	Please indicate on page #7
Pier Spacing	Please indicate spacing on deck floor plan
Pier Diameter	Please indicate diameter on deck floor plan
Posts (For structural sizing table, see page #4):	
Size	× (minimum 4" × 4")
Beam #1 (For structural sizing table, see page #4):	
Size	× × ply
Span	
Overhang	
Beam #2 (if applicable):	
Size	× × ply
Span	
Overhang	
Joists (For structural sizing table, see page #4):	
Size	× @ on center
Span	
Overhang	

DESIGNER QUALIFICATIONS:

The homeowner of a house is allowed to design their own deck without being qualified under the OBC. However, the design prepared should still be in sufficient detail to demonstrate that the project will comply with the technical requirement of OBC.

Deck Ledger (for attached decks):	
Ledger board size	× × ply
Lag bolt size	(minimum ½")
Lag bolt length	(long enough to pass through the brick veneer and into wood)
Lag bolt spacing	
Decking:	
Size	
Material	☐ Pressure treated
	☐ PVC or Composite (specifications to be provided) Indicate Product:
Stairs (not required if using typical stair detail, see page #9):	
Rise	
Run	
Guard:	
Height	
Type (see page #10)	☐ Cantilevered pickets system
	☐ Wood post & wood picket
	☐ Wood post & aluminum/glass guard (specifications to be provided) Indicate Product:
	☐ Aluminum post & aluminum guard (specifications to be provided) Indicate Product:
	☐ Aluminum post & glass guard (specifications to be provided) Indicate Product:
	☐ Other (specifications to be provided) Indicate Product:

PLEASE NOTE:

- 1. Decks must be attached to house foundation or structural framing (not brick veneer) with minimum ½" lag bolts at maximum 24" on center
- 2. All fasteners shall be resistant to corrosion (galvanized)
- 3. No member or attachment between the height of 4" and 2' 11" on the guard shall facilitate climbing
- 4. All lumber shall be decay resistant No. 2 (spruce, pine, fir) or better, and all end cuts of pressure treated lumber shall be treated to prevent decay

Structural Sizing Tables

The following information is intended for general guidance only and does not account for all possible conditions or scenarios.

PIER SIZING TABLE		
Pier Diameter	Max. Supported Deck Area (ft²)	
	75 kPa	150 kPa
8"	11	23
10"	18	37
12"	26	53
14"	36	72
16"	47	35
20"	74	148
24"	107	214
Footings are to be calculated at 75kPa soil bearing capacity unless soil report is provided		

Source: OBOA – Standard Details

POST SIZING TABLE (1.9 kPa)		
Post Size	Max. Height	Max. Supported Deck Area (ft²)
4" x 4"	3'-3"	117
	4'-11"	64
	6'-6"	34
6" x 6"	6'-6"	147
	8'-2"	100
	9'-10"	68
	11'-5"	47
Wood columns shall be at least the width of the beam or supported member above		
Columns shall be centered above the supporting pier/foundation, and the pier/foundation shall be adequately sized to support the size of the column above such that the column does not protrude over the edges of the pier/foundation		

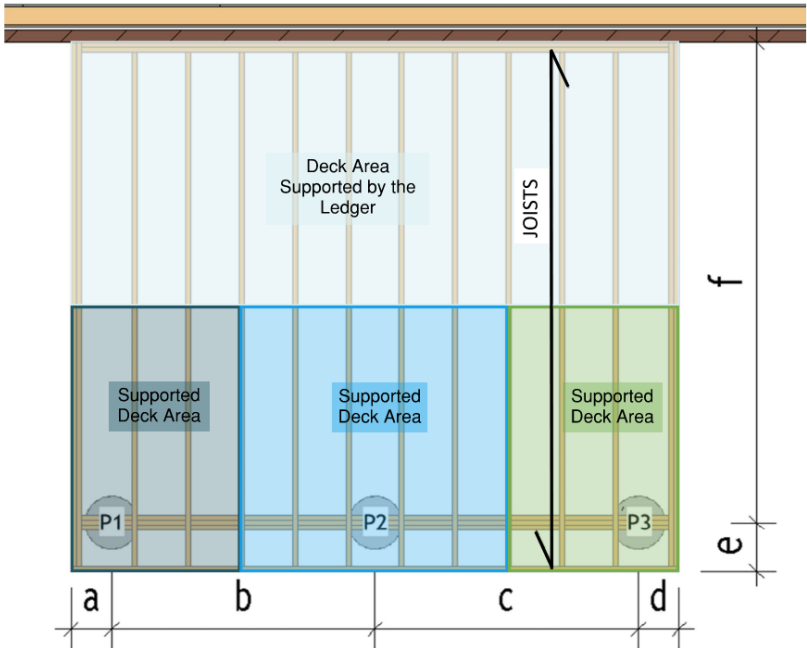
Source: OBOA – Standard Details

BEAM SIZING TABLE								
Beam Size	2" x 6"		2" x 8"		2" x 10"		2" x 12"	
Supported Joist Length Supported Joist Length = f/2 + e	2-PLY	3-PLY	2-PLY	3-PLY	2-PLY	3-PLY	2-PLY	3-PLY
	Maximum Beam Span (pier spacing)							
8'	5'-11"	7'-3"	7'-2"	8'-10"	8'-1"	9'-11"	9'-5"	11'-6"
10'	5'-3"	6'-6"	6'-5"	7'-10"	7'-3"	8'-11"	8'-5"	10'-4"
12'	4'-10"	5'-11"	5'-10"	7'-2"	6'-7"	8'-1"	7'-8"	9'-5"
14'	4'-5"	5'-5"	5'-5"	6'-8"	6'-1"	7'-6"	7'-1"	8'-8"
16'	4'-2"	5'-1"	5'-1"	6'-3"	5'-9"	7'-0"	6'-8"	8'-2"
18'	3'-11"	4'-10"	4'-9"	5'-10"	5'-5"	6'-7"	6'-3"	7'-8"
20'	3'-9"	4'-7"	4'-6"	5'-7"	5'-1"	6'-3"	5'-11"	7'-3"

Source: Canadian Wood Council – The Span Book

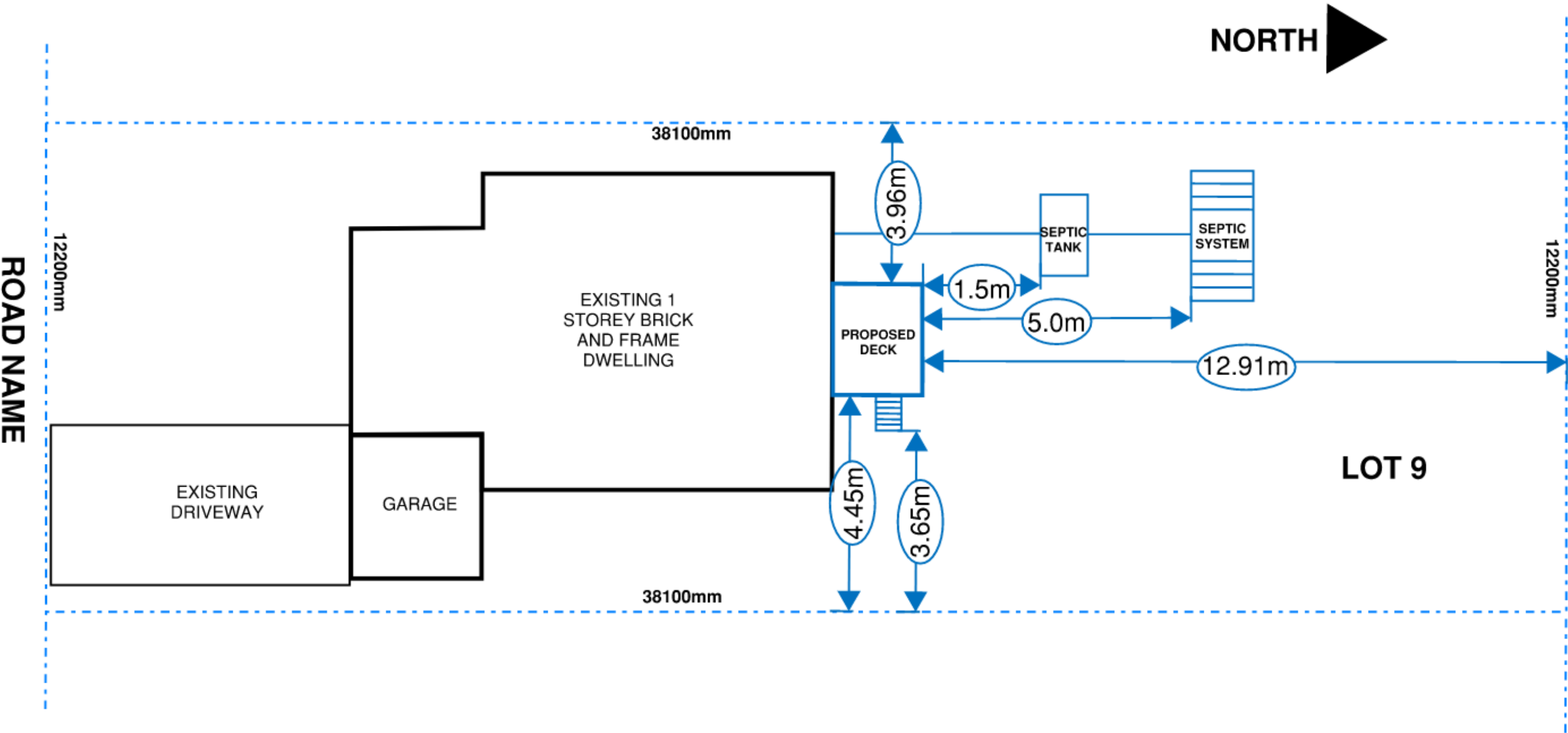
JOIST SIZING TABLE												
Joist Size	2" x 8"				2" x 10"				2" x 12"			
Joist Spacing	8"	12"	16"	24"	8"	12"	16"	24"	8"	12"	16'	24"
Max Joist Span Joist Span = f	15'-1"	13'-2"	11'-11"	10'-1"	19'-3"	16'-10"	15'-2"	12'-4"	23'-5"	20'-3"	17'-7"	14'-4"

Source: Canadian Wood Council – The Span Book



Site Plan Drawing Example

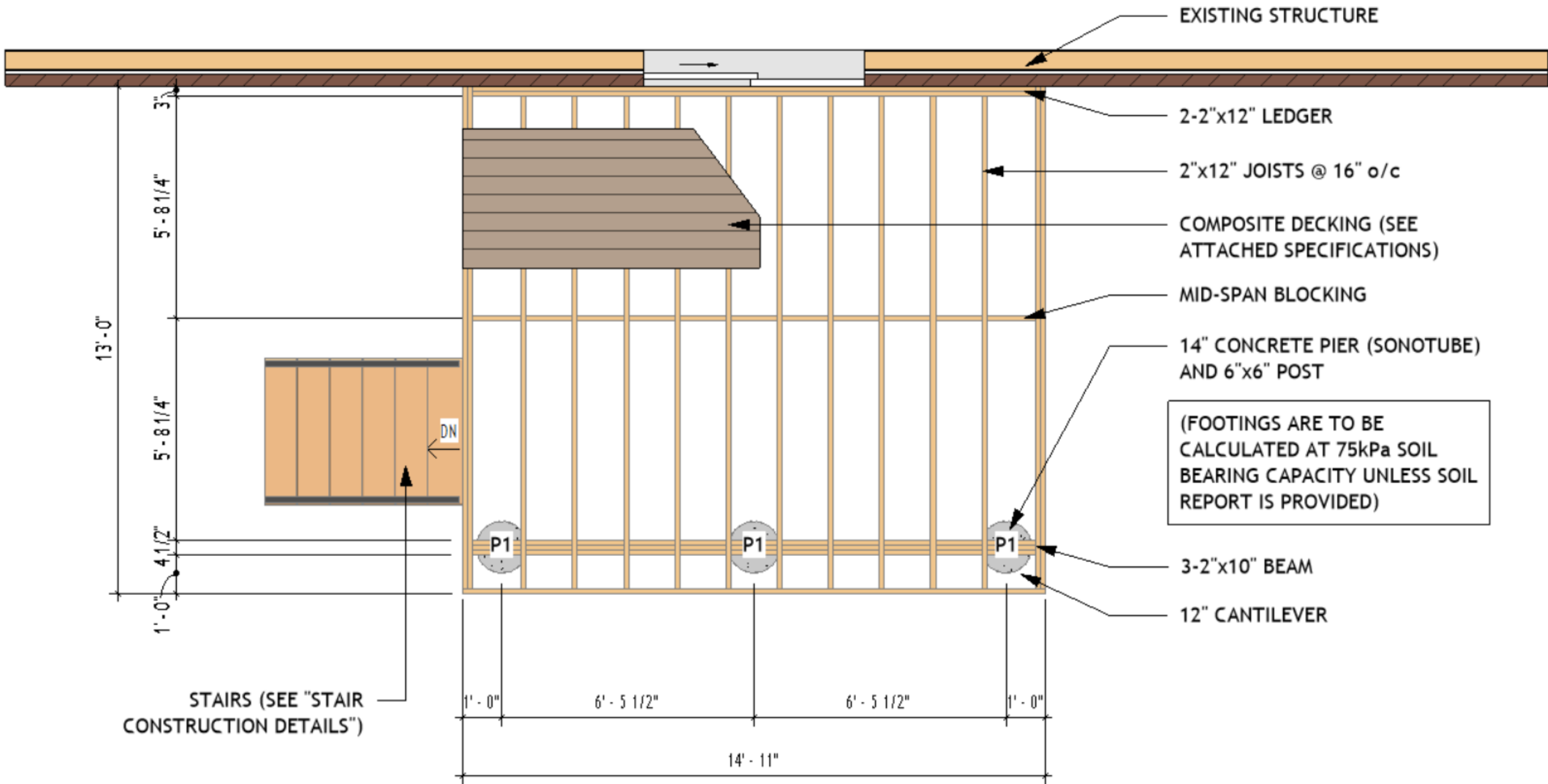
- Please include the following in your submission:
- ☐ Location and setback to all property lines
 - ☐ Location of stairs (if included) and setback to property lines
 - ☐ Location of septic components



Deck Floor Plan Example

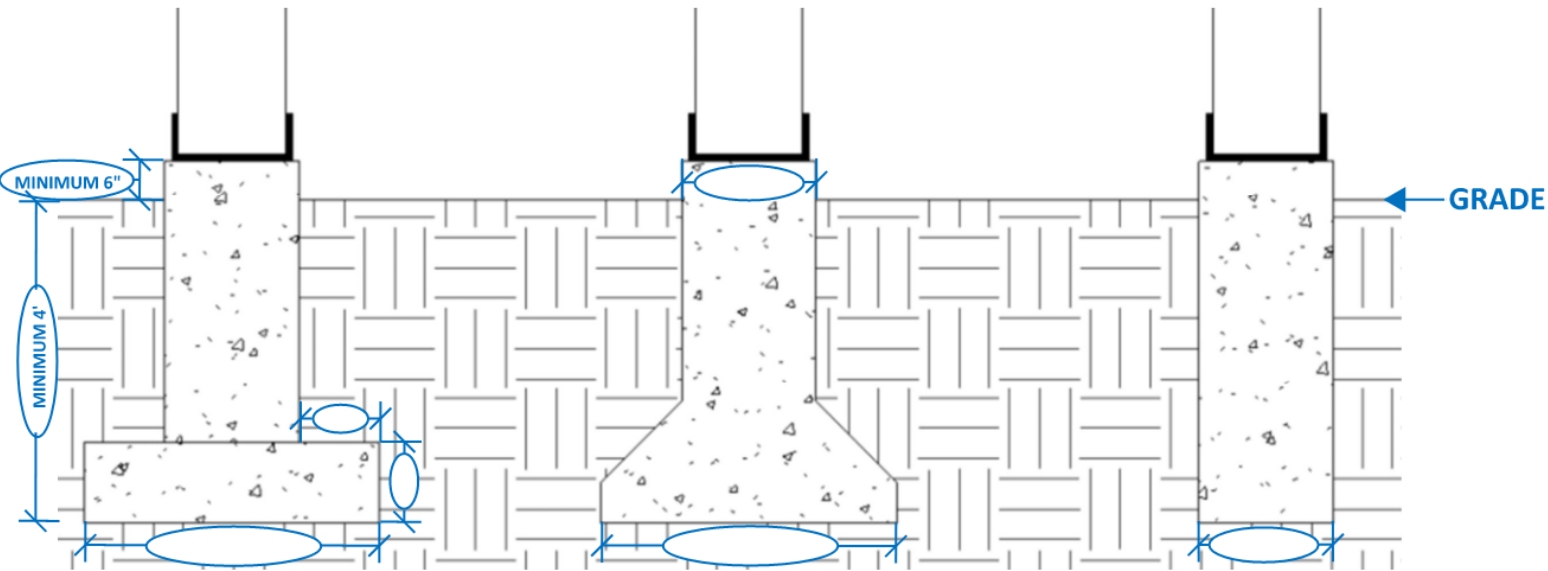
Please include the following in your submission:

- ☐ Existing Structure
- ☐ Shape of Deck
- ☐ Footings
- ☐ Post
- ☐ Beam(s)
- ☐ Wall Connection (if applicable)
- ☐ Joists
- ☐ Location of Stairs (if applicable)
- ☐ Decking Material

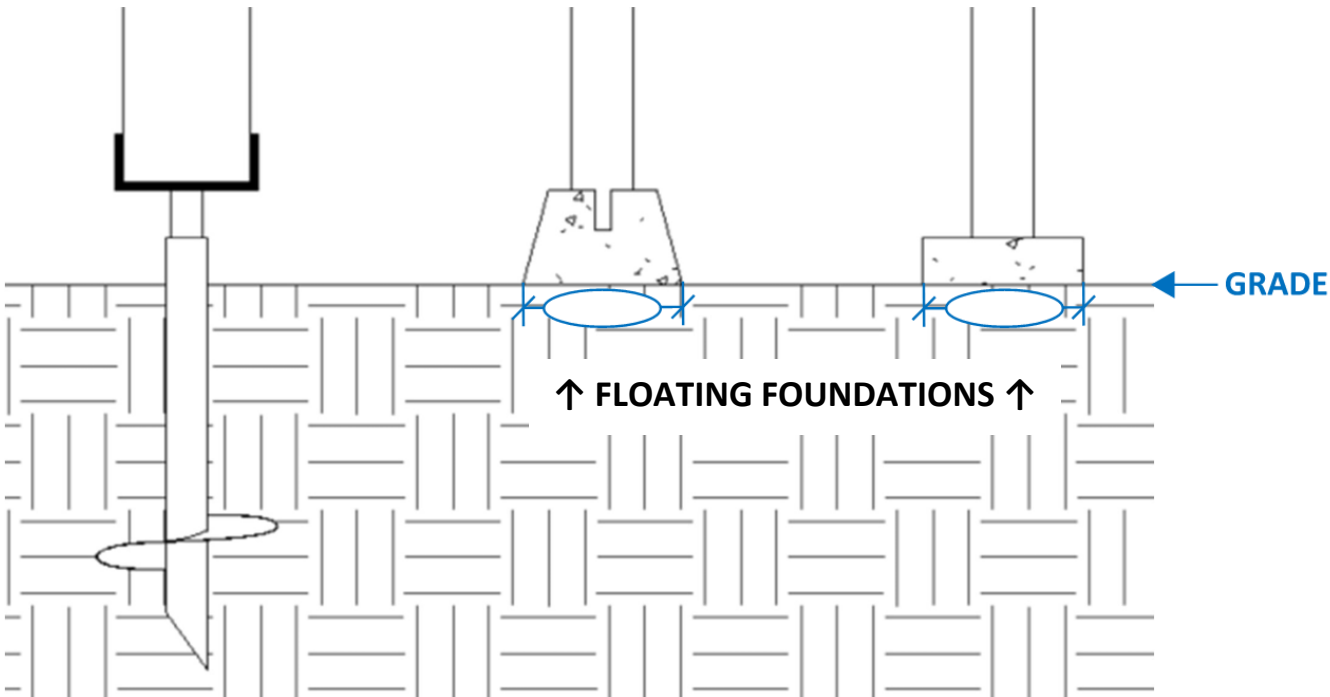


Typical Foundations and Footings

Please indicate which detail you will be using by checking the corresponding box and filling in the blank dimensions below:



- ☐ POURED CONCRETE PIER ON SQUARE PAD FOOTING
- ☐ POURED CONCRETE PIER WITH "BELLED" FOOTING FORM
- ☐ POURED CONCRETE PIER ONLY (NO FOOTING)

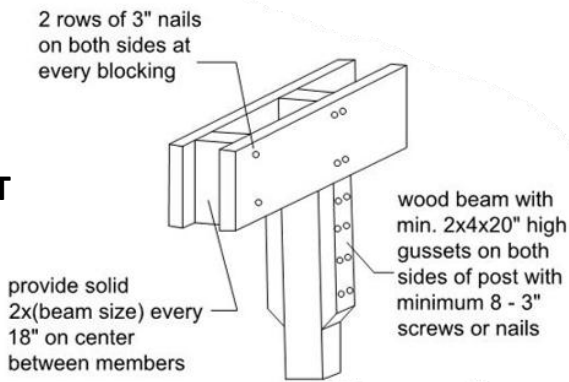


- ☐ ENGINEERED HELICAL PILE (ENGINEERING DOCUMENTATION TO BE PROVIDED)
- ☐ PRE-MANUFACTURED "DECK BLOCK"
- ☐ POURED CONCRETE PAD FOOTING

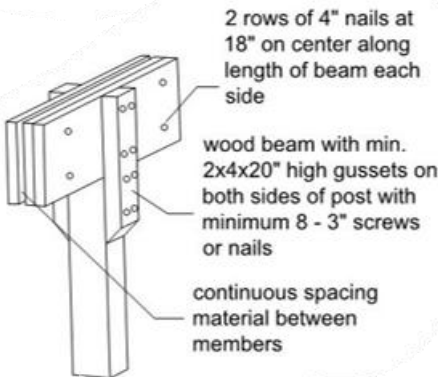
Beam Connection to Post Details

Please indicate which detail you will be using by checking the corresponding box below:

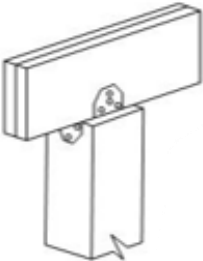
- ☐ BEAM FASTENED TO SIDE OF POST



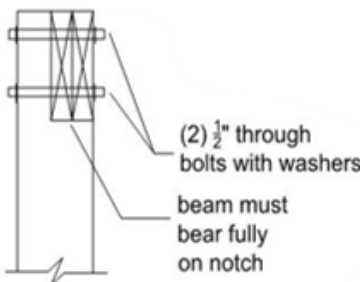
- ☐ BEAM SITTING ON TOP OF POST



- ☐ BEAM SITTING ON POST CAP



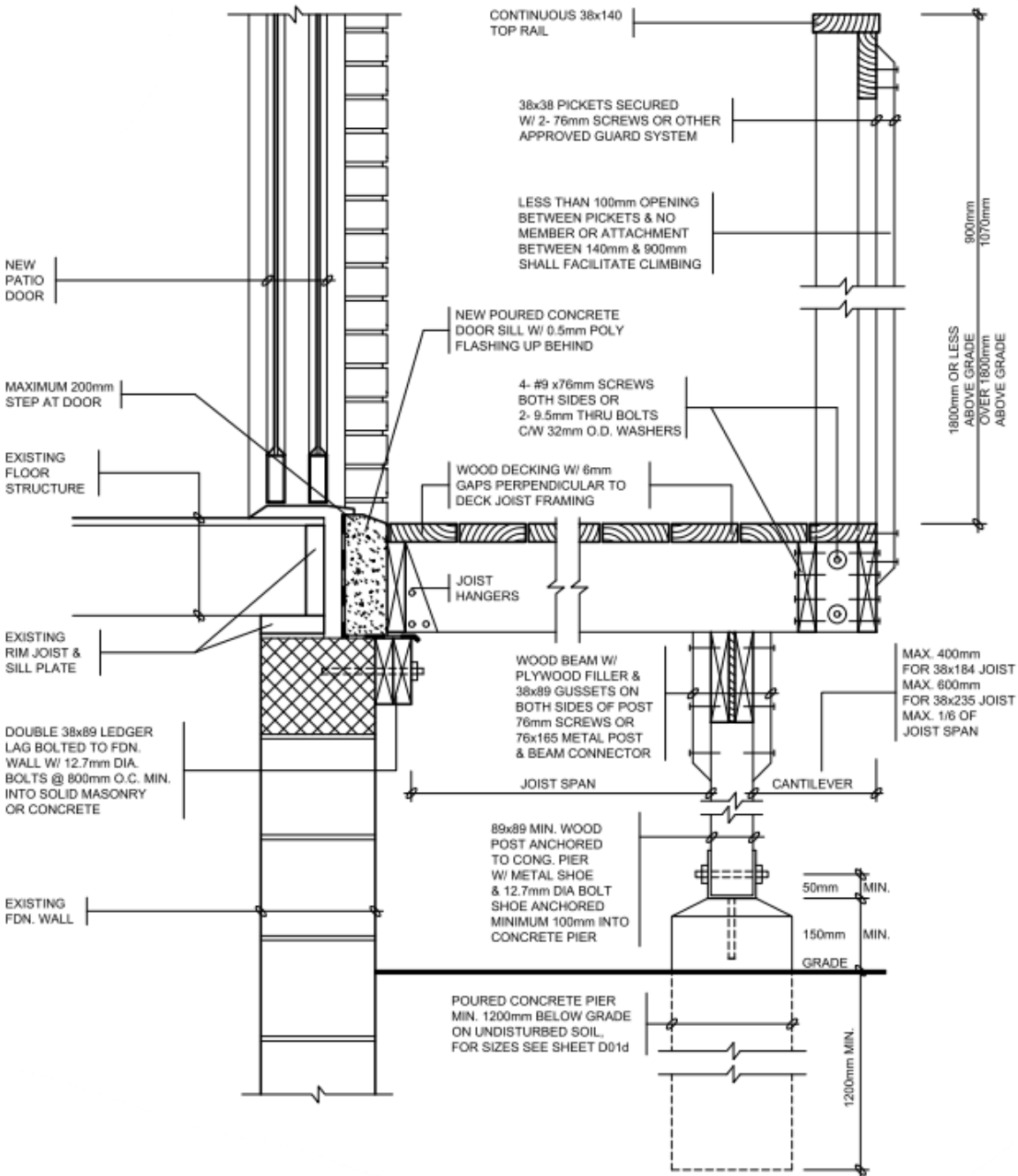
- ☐ BEAM SITTING ON NOTCHED POST



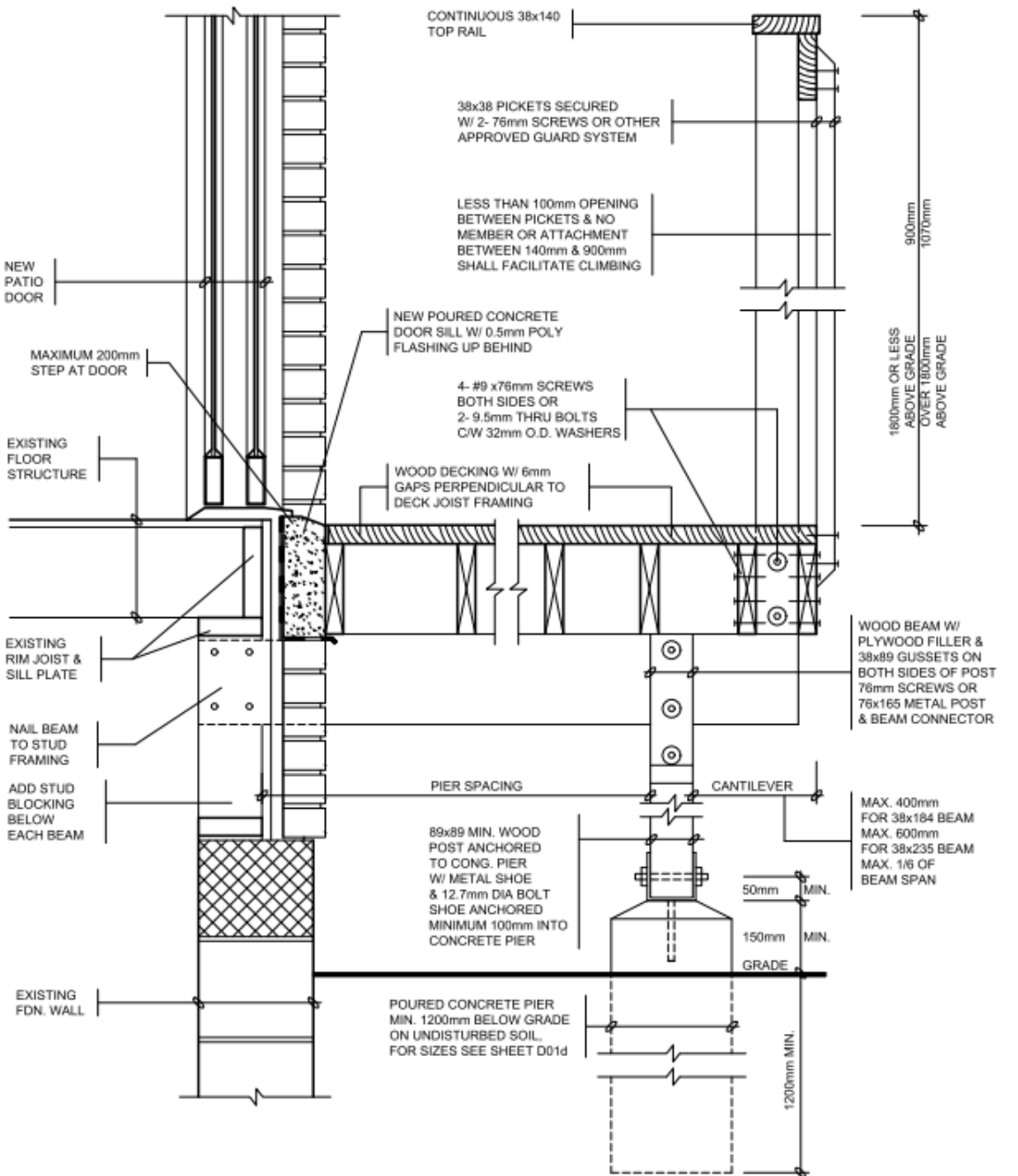
Deck Attachment Details

Please indicate which detail you will be using by checking the corresponding box below:

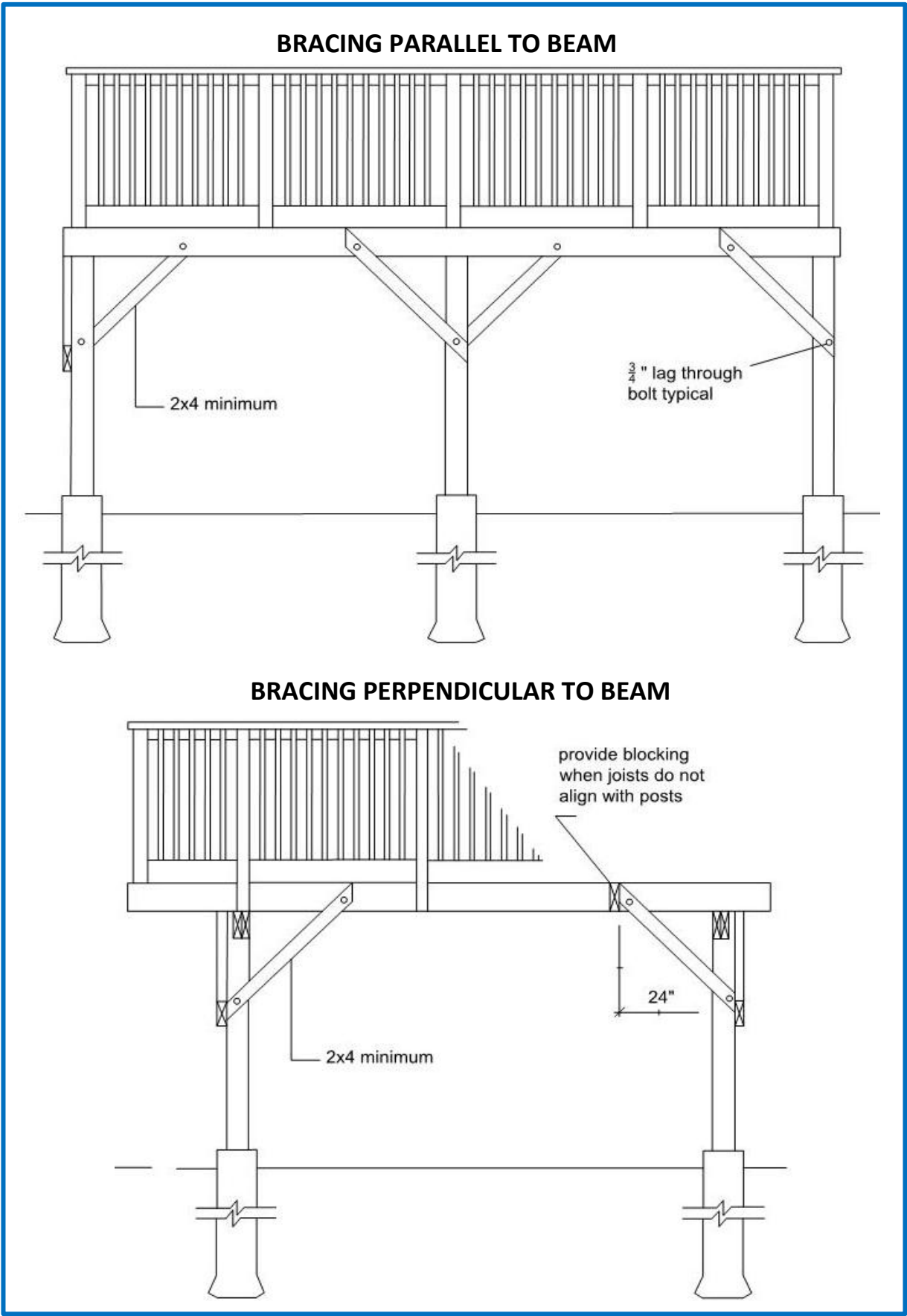
☐ FIXED TO SOLID MASONRY FOUNDATION WALL



☐ FIXED TO BRICK VENEER AND WOOD FRAMING

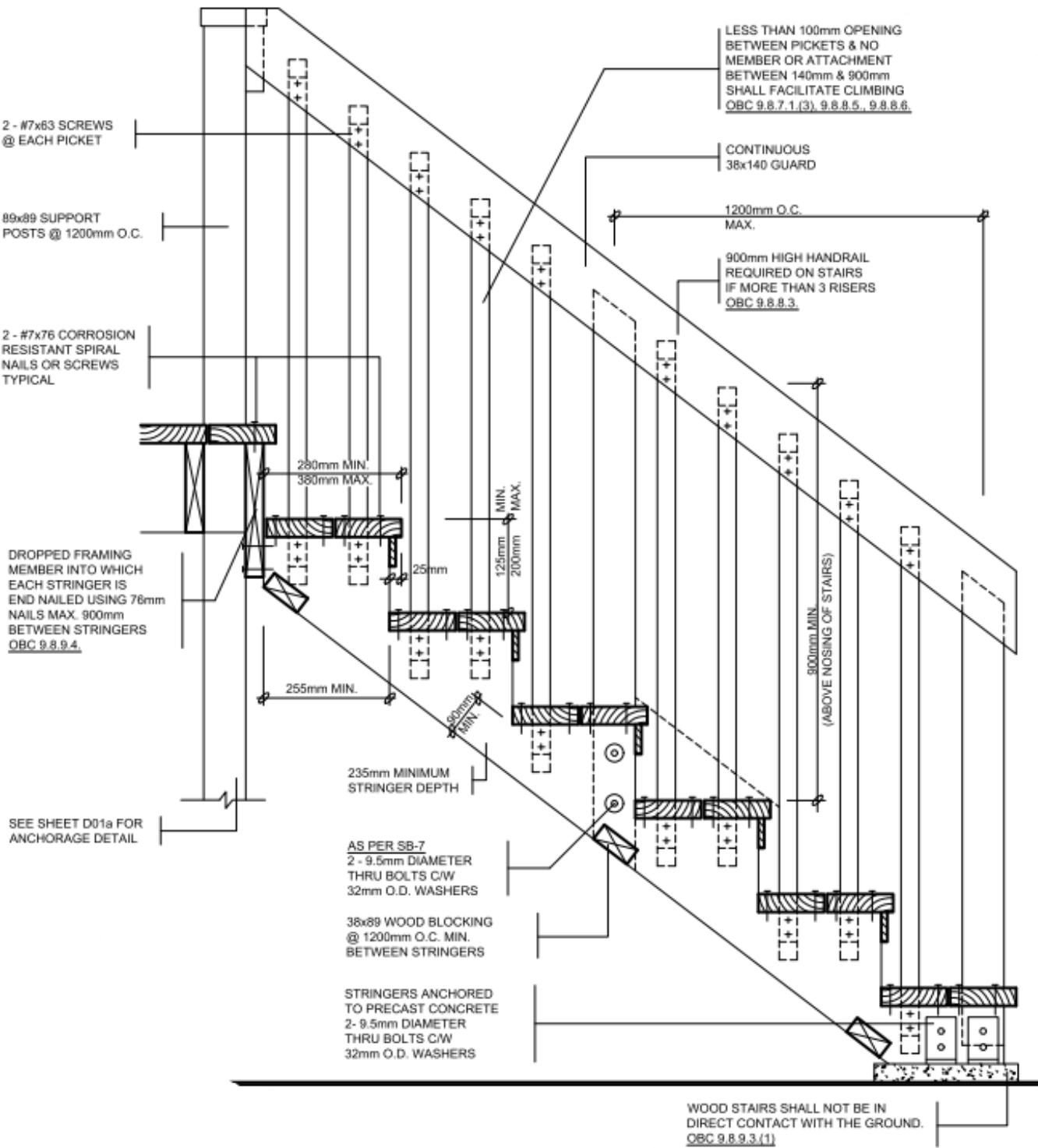


Lateral Bracing Details



Stair Construction Details

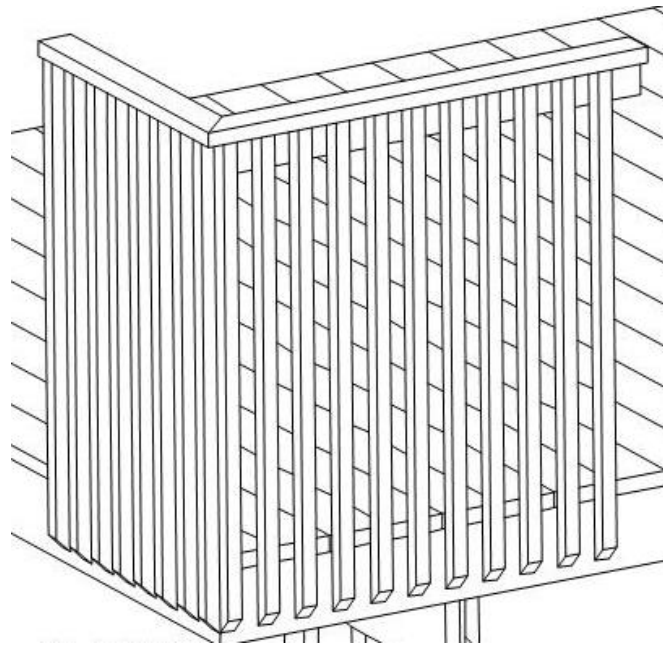
☐ PLEASE INDICATE IF USING TYPICAL STAIR CONSTRUCTION DETAIL



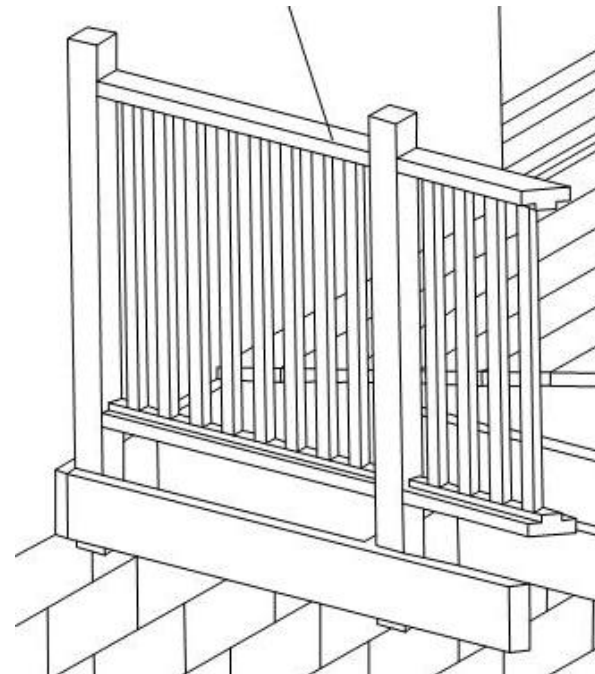
Guard Construction Details

Please indicate which detail you will be using by checking the corresponding box below:

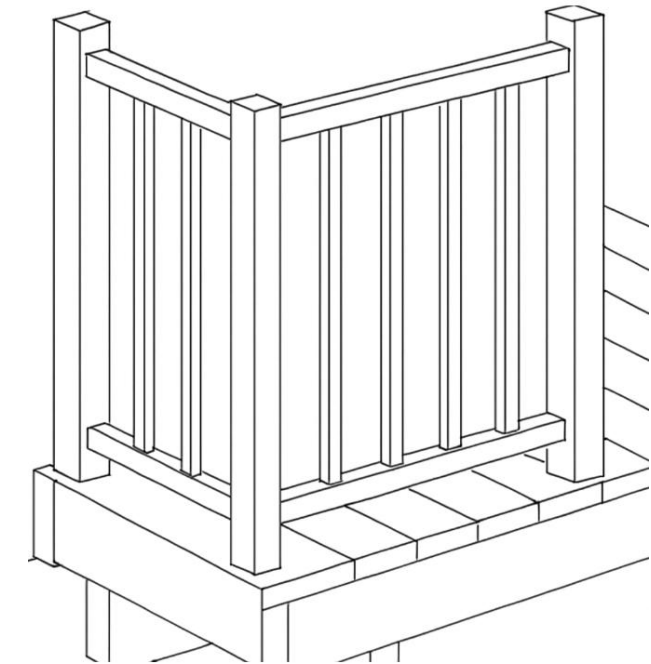
☐ CANTILEVERED PICKETS SYSTEM



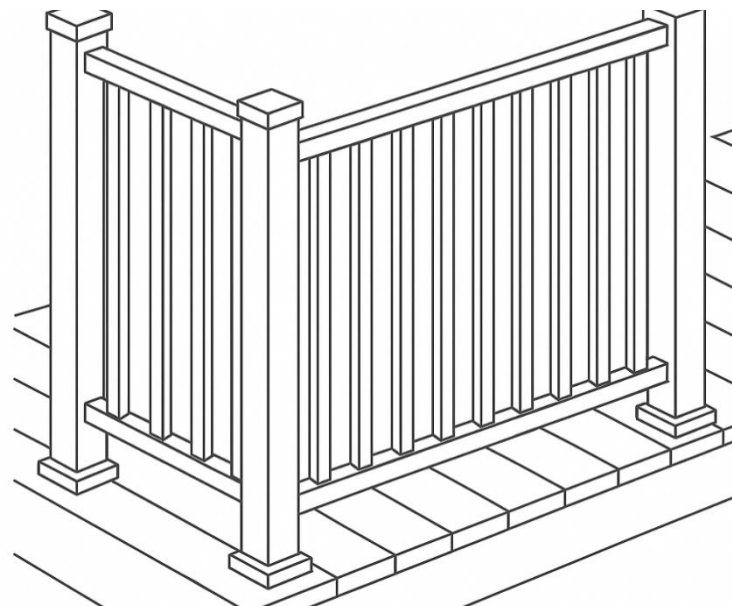
☐ WOOD POST & WOOD PICKETS



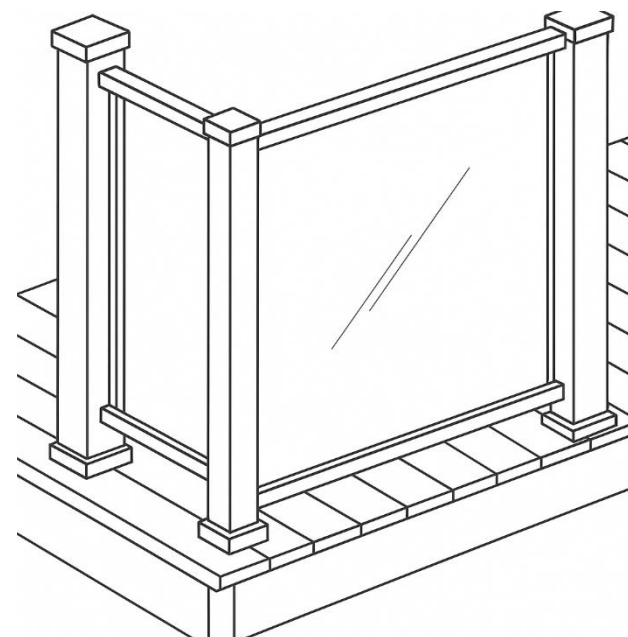
☐ WOOD POST & ALUMINUM/GLASS GUARD



☐ ALUMINUM POST & ALUMINUM GUARD



☐ ALUMINUM POST & GLASS GUARD



☐ OTHER (PLEASE SPECIFY)