



Deck Permit Guide

A deck permit is required where the height of the deck exceeds 600 millimetres above grade and the location of the deck must be in compliance with the City of Kingston [By-Laws](#).

This Guide is intended as a reference document to assist you in submitting a Deck Permit Application. This Guide also explains the process once a permit application is submitted. Please note that failure to submit a complete permit application may result in delays in issuing the permit. It is an offence to construct a deck prior to obtaining a Deck Permit. If you have any questions about the Deck Permit Application process, please contact the building department at 613-546-4291 extension 3260.

Excavation

- a) Sono tubes must be a minimum 9 inch diameter, 1.2 metres below finished grade and 150 millimetres above grade
- b) Excavation to be free of organics, loose material and standing water
- c) Excavation for piers to be spaced as per approved plans
- d) A footing must be provided at the base of the pier if a roof is proposed over the deck or where the allowable bearing capacity is exceeded.

Framing

1. Guard and floor systems must be constructed using preservative treated, pressure treated, cedar lumber or suitable protective coating.
2. Ledger construction to be:
 - a) Fastened to structure with minimum 12.7 millimetre lag bolts spaced at maximum 800 millimetres on center
 - b) Lag bolts to be long enough to extend into rim joist and ledger shall not be supported by masonry veneer
 - c) If siding is to be cut around the ledger, proper flashing is to be installed and inspected
3. Joists to be fastened to the face of the ledger or beams with joist hangers or to be supported over beams
4. Joist hangers to have all holes nailed including shear holes unless other approved fasteners are provided
5. Joist size, span and spacing as per approved drawings. A minimum of 50 by 200 millimetre joists are required for fastening of guards
6. Solid blocking is required at mid span of floor joists where joist spans exceed 2.1 metres
7. Cantilever distances for beams and joists:
 - a) Maximum 400 millimetres for 50 by 200 millimetre joists;
 - b) Maximum 600 millimetres for 50 by 254 millimetre joists; and

- c) Maximum 300 millimetres for beams unless the beams are supporting walls and a roof in which case no cantilever for the beam is permitted
- 8. Beams and lintels sized as per approved plans, fastened together with minimum 2 rows of 89 millimetre nails at maximum 450 millimetre on center spacing starting at 100 millimetres to 150 millimetres from the end of each beam or lintel;
- 9. Minimum Bearing for beams and lintels:
 - a) 38 millimetres for 2 ply beams or lintels with spans 3 meters or less
 - b) 76 millimetres for 2 ply beam or lintels with spans greater than 3 meters and three, four and five ply beams or lintels
- 10. Beam splices as per the Ontario Building Code (OBC) or over 150 millimetre by 150 millimetre posts as per 9.23.8.3 OBC
- 11. 150 millimetre by 150 millimetre posts shall be centered over pier and fastened to post saddles and beams

Guard Construction

- 1. Guard posts to be a minimum 100 millimetre by 100 millimetre, spaced and fastened at header location as per SB-7, details EB-1 through EB-5
- 2. Top and bottom rails to be fastened to posts as per SB-7, details EA-1 through EA-5, and shall not be climbable between 140 millimetres and 900 millimetres above the walking surface of the deck
- 3. Pickets to be installed as per SB-7, details EC-1 through EC-4 or ED-1 through ED-5, or an Ontario Professional engineer approved system, and are to be spaced at 100 millimetres on center maximum
- 4. Guard height shall be a minimum of:
 - a) 900 millimetres where the walking surface of the deck is less than 1.8 metres above grade, and
 - b) 1100 millimetres where the walking surface of the deck is greater than 1.8 metres above grade.

Stair and Handrail Construction

The length of stair or vertical height between any landing shall not exceed 3.7 metres.

- 1. Stair Risers:
 - a) Private stairs to have a minimum rise of 125 millimetres and a maximum of 200 millimetres;
 - b) Public stairs to have minimum rise of 125 millimetres and a maximum rise 180 millimetres
- 2. Stair Run and Tread depth:
 - a) Private stairs to have a minimum tread of 235 millimetres and a maximum tread of 355 millimetres;
 - b) Public stairs to have a minimum tread of 280 millimetres and a maximum tread of 355 millimetres;
 - c) Tread thickness to be a minimum of 25 millimetres except; where the distance between stringers exceeds 750 millimetres, the tread thickness shall be a minimum of 38 millimetres;
 - d) A uniform tolerance of 5 millimetres between adjacent treads shall be maintained.

3. Wood Stringer construction shall be:
 - a) A minimum of 235 millimetres with an effective depth of 90 millimetres;
 - b) Supported and secured at the top and the bottom;
 - c) Not less than 38 millimetres if unsupported along the length; and
 - d) Spaced at:
 - i. 900 millimetres where no risers support the front portion of the tread and the stair serves a single dwelling unit
 - ii. 1.2 metres where risers support the front portion of the tread and the stair serves a single dwelling unit; or
 - iii. 600 millimetres for stairs serving more than one dwelling unit
4. Handrails are required on exterior stairs having more than 3 risers:
 - a) The height of handrails shall be between 865 millimetres and 965 millimetres;
 - b) Handrails require intermediate support where the length of the handrail exceeds 1.2 metres
 - c) Guards on sides of stairs not greater than 965 millimetres in height above the tread and having a diameter less than 89 millimetres may also serve as the handrail where a handrail is required

Accessory Structures

If an accessory structure greater than 10 square metres such as a shed is proposed as part of your application, a separate building permit application will be required for these structures. Building permit application forms can be found at

<https://www.cityofkingston.ca/nb/business/building-permits/applications-forms>

Required Inspections

The owner of a property on which a deck is being constructed, or their contractor, must arrange for the following inspections:

- a) Excavation post hole inspection prior to filling with concrete,
- b) Framing Inspection prior to applying top boards and guards, and
- c) Final inspection of completed deck

The permit plans and specifications must be on site and made available to the Building Inspector at the time of inspection.

The Building Inspector's name and phone number are identified on the Deck Permit and inspections must be arranged 24 hours in advance of the requested inspection time.

Access to Property

If you are accessing your property over the City Boulevard or sidewalk to install the deck, a [Residential/Commercial Entranceway Application](#) will be required prior to any work being done. Any damage to City property, including sodded areas, pavement, sidewalk and/or curb must be repaired and restored to pre-existing conditions. If any repairs requested by the City are not completed by the date specified by the City, the City shall have the right to complete these repairs and have the costs of those repairs added to the tax roll and collected in the same manner as taxes.

If you are accessing your property through City owned land, a [Park Access Permit](#) is required from the department of Public Works.

Application Submission Checklist

- Completed [Building Permit Application form](#) including Schedule 1 – Designer information form. Permit applications can be emailed to buildingpermits@cityofkingston.ca or submitted in person to the Planning, Building and Licensing Department at 1211 John Counter Boulevard.
- Building Permit Application Fee: Refer to [fee schedule](#)
- Completed locates form. It is the Owner's responsibility to call before you dig.
- Survey or plot plan of your property showing property lines, structures, septic system, deck and dimensions from edge of deck (or stairs) to each property line. This can be hand drawn but must be clear, concise and drawn to scale
- Construction drawings consisting of a fully dimensioned plan and section showing all structural components:
 - a) Footing size, spacing and depth below grade
 - b) Size, spacing and length of fasteners to house (where applicable)
 - c) Size and spacing of posts
 - d) Size, span and direction of lintels/beams. (Beams to be minimum 2 ply where joists supported on one side only and minimum 3 ply where joists supported from both sides).
 - e) Size, span, spacing and direction of joists and decking
 - f) Location of beam splices
 - g) Height of deck walking surface above grade
- Stair details to include:
 - a) Rise, Run and tread dimensions
 - b) Number, size, spacing and fastening of stringers
 - c) Vertical height between any landing
- Handrail height and fastening details
- Guard details to include:
 - a) Spacing of four by four posts
 - b) Height of guard and location of top and bottom rail above the walking surface of the deck
 - c) Connection at rim joist detail
 - d) Top and bottom rail connection to post detail
 - e) Pickets details

If using a guard other than wood or if guard detail is not part of SB-7; two copies of the manufacturer's installation instructions stamped and signed by a Professional Engineer licensed in Ontario must be submitted. Please ask for these details where you purchase the guard system.