

Deck Checklist

Address: _____ Date: _____

Please note that only complete applications will be accepted.

Attach this checklist when submitting the application.

- ☐ **Building Permit Application**
Completed form including:
 - Contact information
 - Building area and estimated value of construction
 - Property size and zone
 - Signed and dated by the owner or agent

- ☐ **Owner Authorization Form (If Applicable)**
Required when an agent is submitting the application on behalf of the property owner.
Must be completed and signed by the property owner.

- ☐ **Site Plan**
Drawn to scale, showing:
 - North arrow
 - Property lines
 - The road and any lanes
 - Existing building and structures
 - Location and dimension of the proposed deck
 - Location of proposed screw piles or concrete pads and columns
 - Zoning setbacks and ensuring that they are met
 - A buffer distance of at least 1.5 meters (5') between buildings on the property

Refer to the Zoning Map and Zoning Bylaw for setbacks.
<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>

- ☐ **Typical Deck Section**
Form completed. If something does not apply to your deck, write N/A on that line.

- ☐ **Typical Stair Detail**
Form completed. If something does not apply to your deck, write N/A on that line

- ☐ **Ledger Attachment Detail**
 - Read and sign the page acknowledging you understand the detail.
 - If you plan on using a different method, provide a detail showing the proposed method.

- ☐ **Screw Pile Plan (If Applicable) (Provided by the City)**
 - Read and sign the plan acknowledging you understand the design.
 - Following installation, the Screw Pile Installation Record sheet (provided by the City) must be completed and submitted.

Building Permit Application

Property Information

Civic Address		PID
Legal Description		
Property Area (m ²)	Zoning Designation	

Project Information

<input type="checkbox"/>	Single Family Dwelling	<input type="checkbox"/>	Duplex up to 5-plex	<input type="checkbox"/>	Apartment
<input type="checkbox"/>	Shed	<input type="checkbox"/>	Deck	<input type="checkbox"/>	Detached Garage
<input type="checkbox"/>	Tenant Improvements (Commercial/Industrial)	<input type="checkbox"/>	New construction (Commercial/Industrial)	<input type="checkbox"/>	Manufactured Home
<input type="checkbox"/>	Wood Stove	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	SFD Renovation/Addition
Estimated Value			Area of Project (m ²)		
Occupancy Classification			Does this Building Fall Under Part 3 or Part 9 of BC Building Code?		
Occupancy Classifications: Group A: Assembly Group B: Care, Treatment, and Detention Group C: Residential Group D: Office & Personal Services Group E: Mercantile Group F: F-1 High Hazard Industrial F-2 Medium Hazard Industrial F-3 Low Hazard Industrial			Part 3 Buildings Consist of: <ul style="list-style-type: none"> • Group A • Group B • Group F-1 • Buildings exceeding 600m² in building area 		Part 9 Building Consist of: <ul style="list-style-type: none"> • Group C • Group D • Group E • Group F-2 • Group F-3 • Buildings under 600m² in building area

Property Owner Information

Name	Company
Address	City & Province
Email	Postal Code
Phone	Fax

Contractor Information

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Fax	Business Licence Number	

Agent / Tenant Information

Is an agent submitting the application on behalf of the property owner? ☐ Yes ☐ No

If Yes, the Owner Authorization form needs to be completed and submitted.

Will there be commercial tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tenant Company Name
Contact Person	Business Licence Number
Address	City & Province
Email	Postal Code
Phone	Fax

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca



Owner Authorization Form

FILE NUMBER: _____ - _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),
(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf

Agent Name		Agent Company	
Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Email address:			

I/We agree to immediately notify the City of Dawson Creek, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____ Date: _____

Front Lot Line

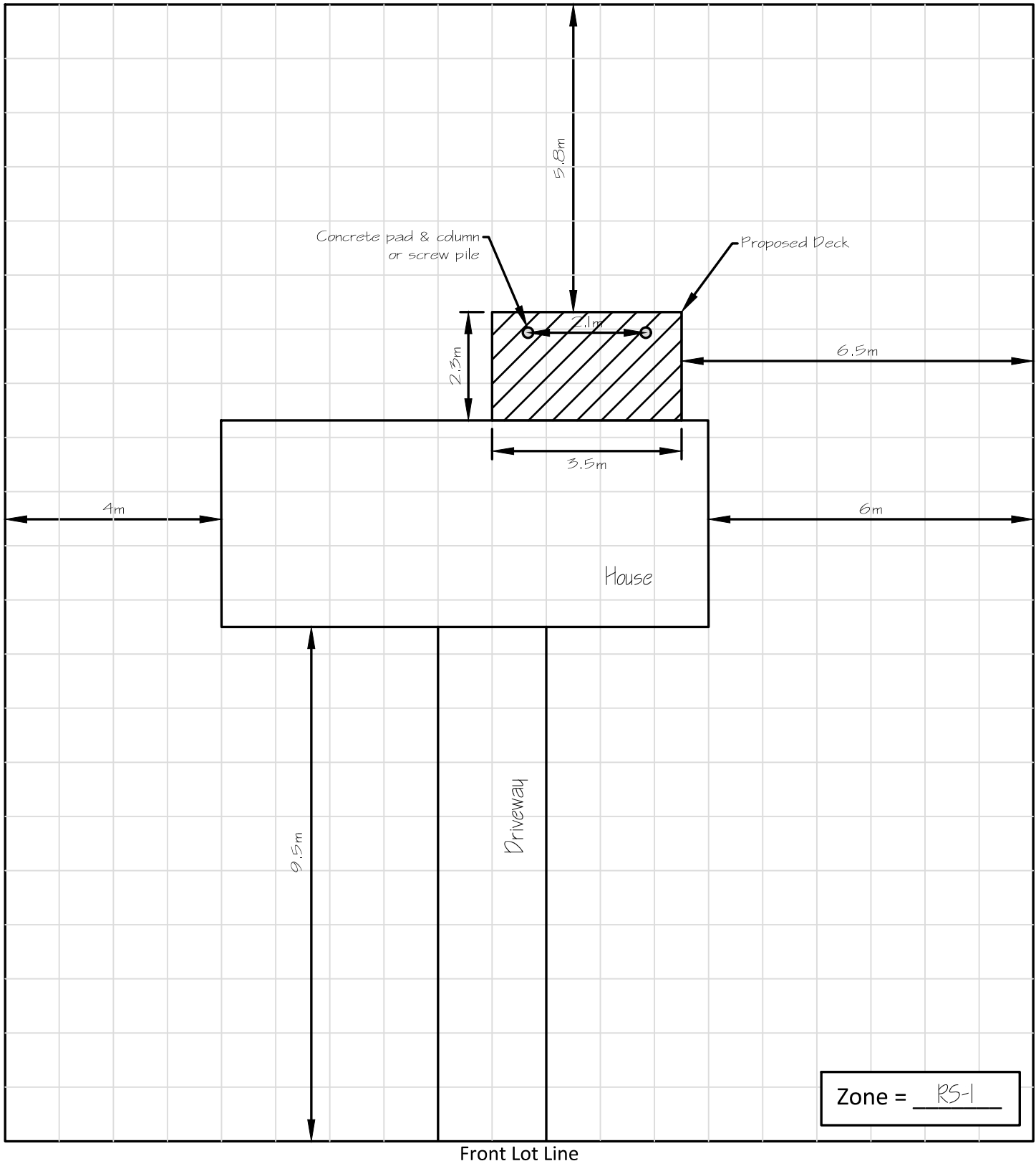
SITE PLAN EXAMPLE

Address: 2865 Thornhills Ave

Contact Name/Number: Builder Bob 250-555-1234

Please note existing building locations and distances from lot lines for any additions or decks.
This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = 1m



Zone = RS-1

TYPICAL DECK SECTION

Deck Application (SFD/Duplex)

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

www.dawsoncreek.ca

Size of Deck:

Width _____
along house

Length _____
from house

Height _____
from decking to to finished grade

Notes:

1. Screws are not permitted to be used for joist hangers.
2. All bolts must be provided with washers.
3. Connectors must be compatible with type of lumber used.
4. If this sheet is not applicable to your deck, a full set of drawings must be provided.

Will you need to create or enlarge any openings for a door? _____

If yes, you will need to provide a section drawings showing new lintel/header.

Top Rail _____ x _____

Post _____ x _____

Height _____
minimum 1070mm

Decking _____ x _____

Joist size _____ x _____

Spacing _____ OC

Beam size _____ x _____

Double / Triple (Circle One)

Length _____

How many _____

Metal connector plate
or mending plate
(Circle One)

Column size _____ x _____

Metal Connector

Column size _____ x _____

How many _____

Rebar size _____ Spacing _____ OC

AND

Footing _____ x _____ x _____

Rebar size _____ Spacing _____ OC

Depth _____
minimum 1.2m/4', but 1.8m/6' is recommended

OR

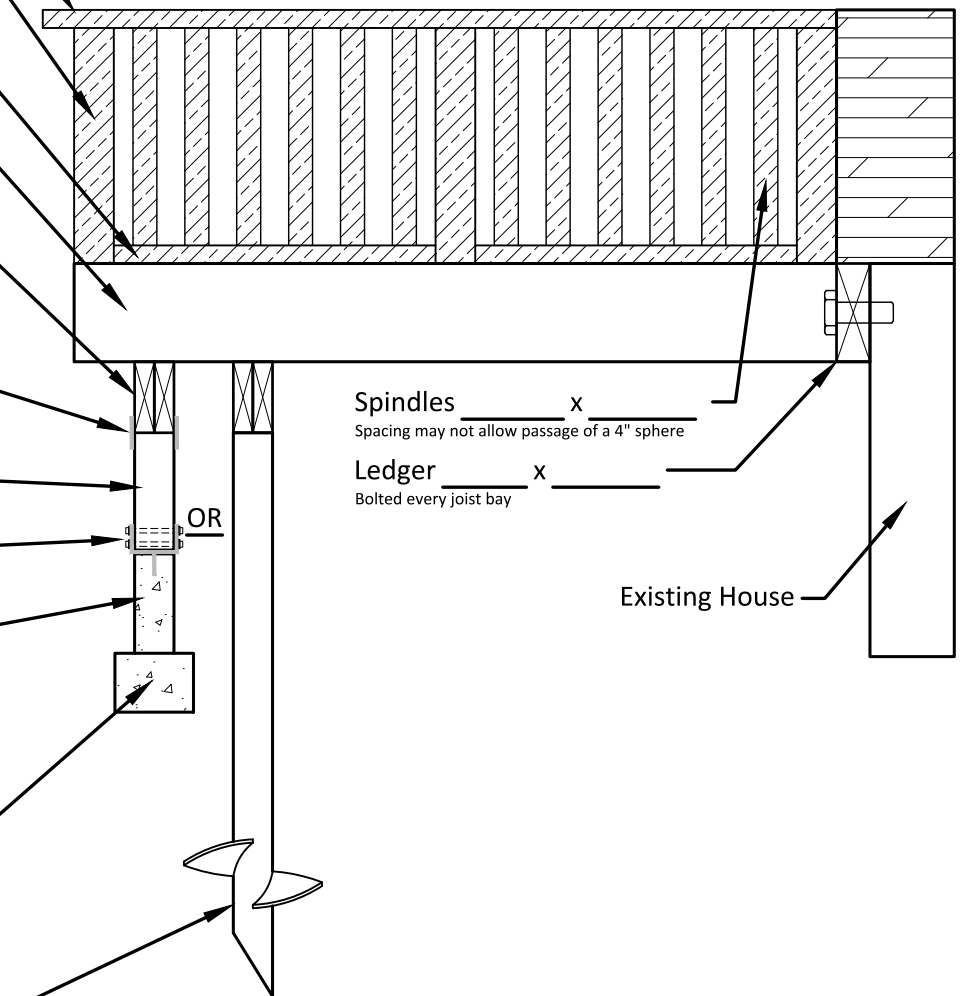
Number of Screw piles _____

Installed as per pile design layout (provided by the City)

Will you be using pressure treated wood? _____

Is a guardrail required? _____
guardrails are required when height from decking to finished grade is greater than 600mm

What material will the guardrail be? _____
(aluminum, wood, etc.)



Spindles _____ x _____
Spacing may not allow passage of a 4" sphere

Ledger _____ x _____
Bolted every joist bay

Existing House

TYPICAL STAIR DETAIL

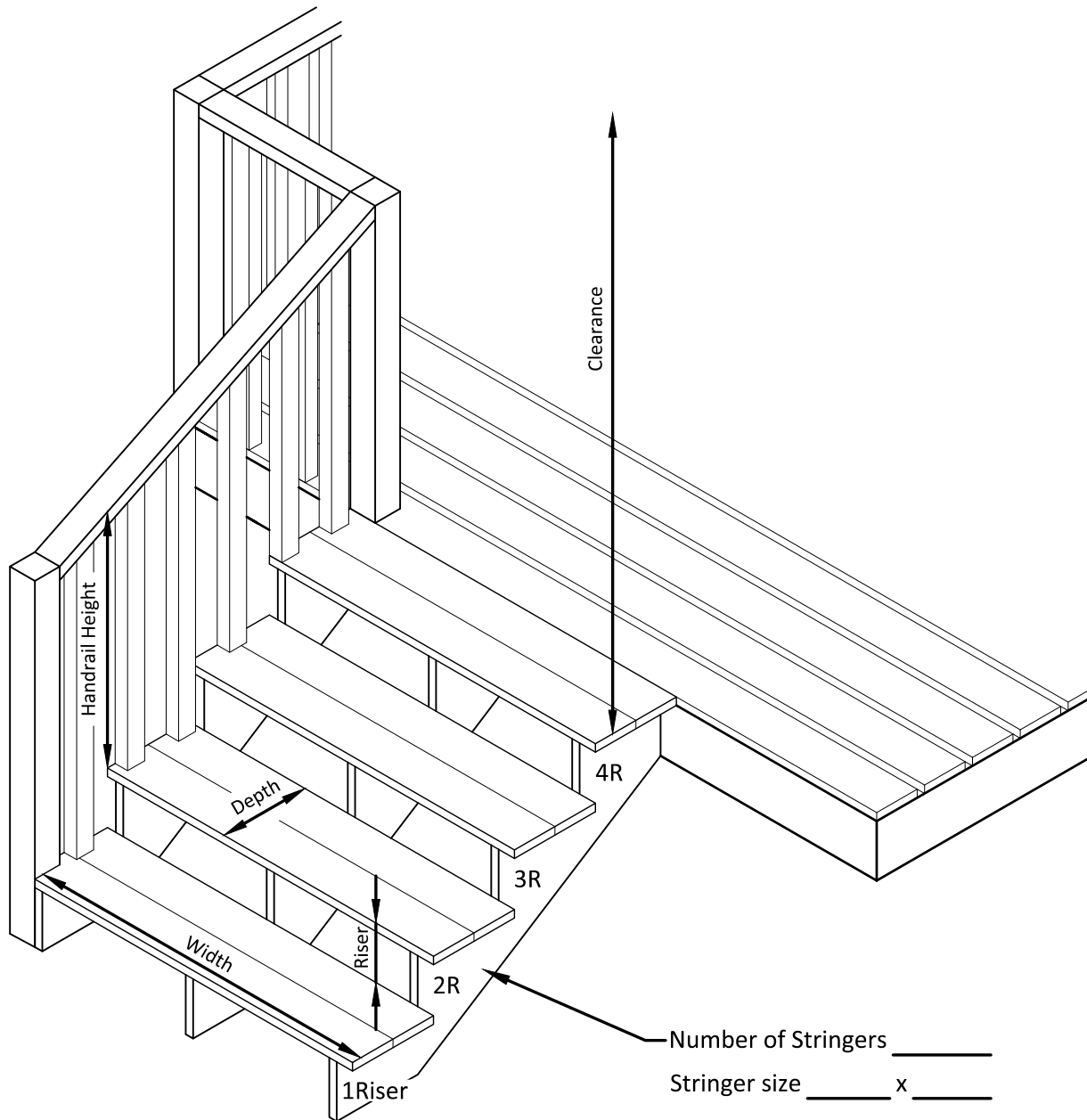
Deck Application (SFD/Duplex)

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

www.dawsoncreek.ca



Tread Depth _____
255mm to 355mm

Tread Width _____
clear width - minimum 860

Tread Riser _____
125mm to 200mm

Number of Risers _____

Is a handrail required? _____
Handrails are required if more than 3 risers

Height of handrail _____
865mm to 1070mm

Clearance above stairs _____
minimum 1950mm

NOTE: For drawing clarity, the hand and guardrails are only shown on one side of the stairs and deck.
When handrails are required, they must be on both sides of the stairs.
Guardrails are required wherever the decking is greater than 600mm above finished grade.

LEDGER ATTACHMENT DETAIL

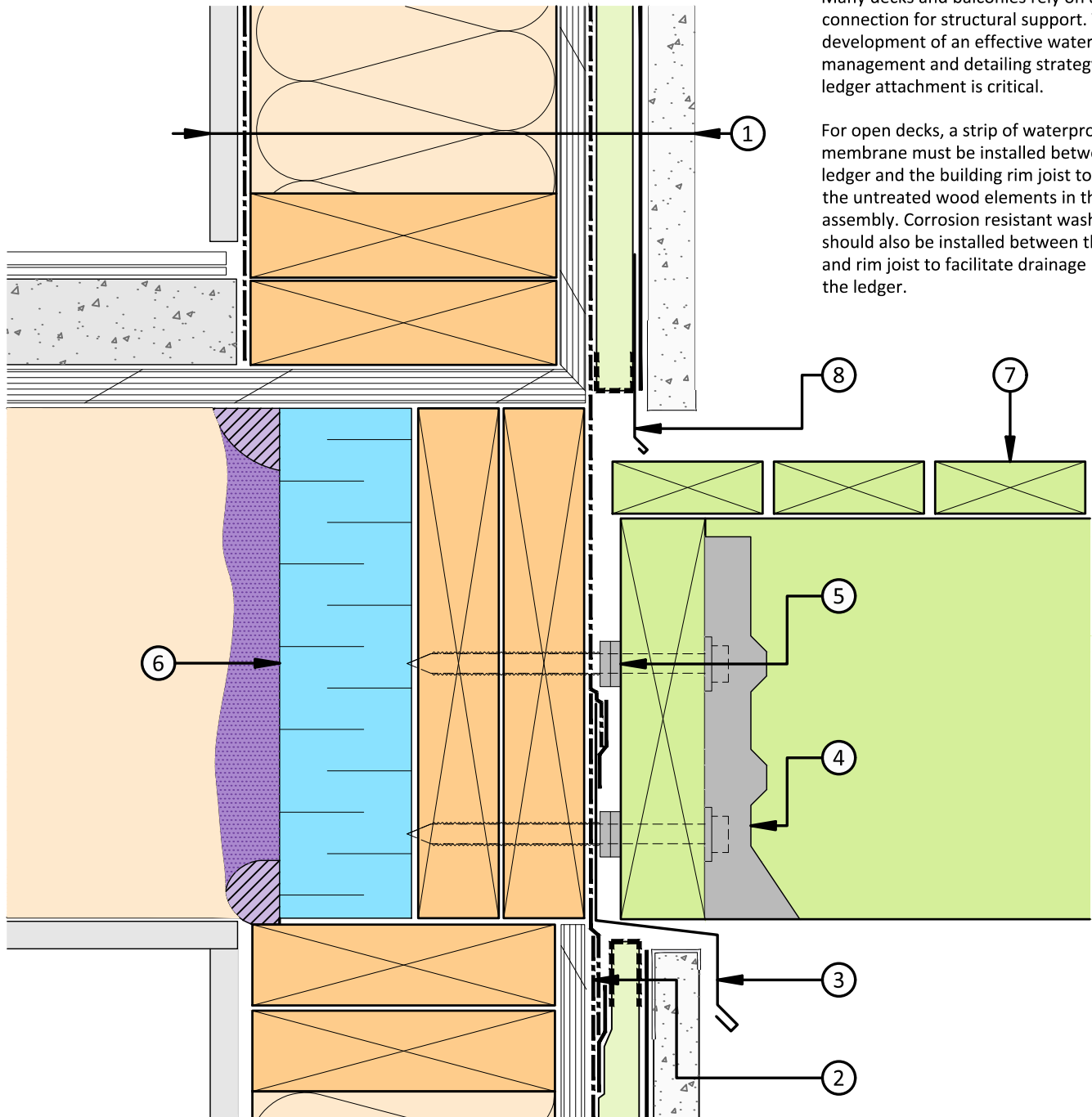
Deck Application

Building Department

10105 - 12A St, Dawson Creek, V1G 3V7

Tel: 250-784-3600 Fax: 250-782-3352

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Many decks and balconies rely on a ledger connection for structural support. The development of an effective water management and detailing strategy at the ledger attachment is critical.

For open decks, a strip of waterproof membrane must be installed between the ledger and the building rim joist to protect the untreated wood elements in the wall assembly. Corrosion resistant washers should also be installed between the ledger and rim joist to facilitate drainage behind the ledger.

1. Wall Assembly

Cladding (stucco with backer board)
19mm (0.75") wood furring (p.t.)
Vapour permeable sheathing
membrane
sheathing
wood framing
Batt insulation
Polyethylene
Gypsum board

2. Vapour permeable membrane

pre-strip lapped and taped to sheathing
membrane below

3. Cross cavity flashing with sheathing

membrane taped to flashing back leg

4. Joist hanger secured to ledger board

5. Hot dipped galvanized washers

6. Extruded polystyrene with spray foam at edges

7. Wood decking

8. Metal flashing secured to wood furring

Name: _____

Signature: _____

Deck Screw Pile Installation Record

Address: _____ Date: _____

This sheet must be completed and submitted following the installation of the screw piles.

Date installed _____

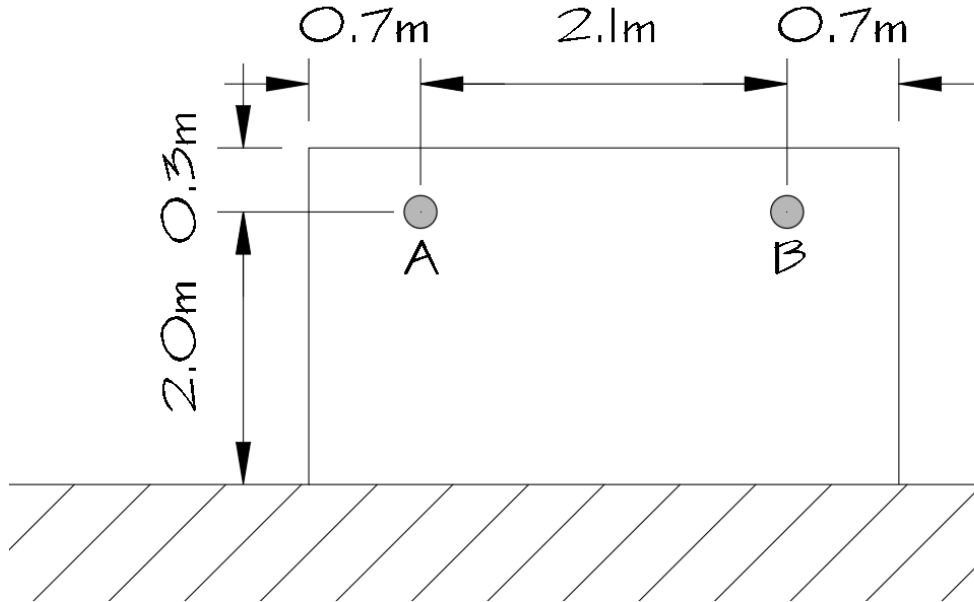
Installed by _____

Number of Screw Piles Installed _____ Vertical Span _____ Horizontal Span _____

Pile ID	A	B	C	D	E
Pile Type					
Shaft O.D & Wall					
Helix Size					
Helix Plate Size					
Top Plate Size					
Buried Depth					
Torque Spec					
Pile ID	F	G	H	I	J
Pile Type					
Shaft O.D & Wall					
Helix Size					
Helix Plate Size					
Top Plate Size					
Buried Depth					
Torque Spec					

Sketch showing location of each pile, labeled with the Pile ID and dimensions between piles.

Example



Screw Pile Sketch