



# DECK CHECKLIST

Town of Petawawa  
Planning and Development  
1111 Victoria St  
Petawawa, ON K8H 2E6

Before submitting an application for a deck permit on Cloudpermit, please ensure you have the following:

## Deck Guide

- Find this fillable form in the "Downloads" portion of the "Apply for a Permit" website page.

## Detailed Site Plan

- Showing all buildings, setback to lot lines of all existing and proposed buildings, lot dimensions, north indicator, civic and legal address,
- Wells, septic, driveway location, watercourses, ponds or rivers, and street location.
- Highlight new construction.

## Drawing

- Showing foundation, location of sonotubes indicating size and spacing between,
- Beam size and direction, floor joist size, spacing and direction, stair location, Cross Sections showing how deck is attached to dwelling, and height from grade to top deck
- Whether existing dwelling is brick/siding,
- Elevations including height of deck and railing details.

## Schedule 1-Designer Information

- If you are designing your own drawings, you can complete this form; please see below for proper way to complete.

Schedule 1 Example



**Schedule 1: Designer Information**

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name <b>123 Petawawa St</b>		Unit no.	Lot/oon.
Municipality <b>Petawawa</b>	Postal code <b>K8H 1 W1</b>	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name <b>Jane Doe</b>		Firm	
Street address <b>123 Petawawa St</b>		Unit no.	Lot/oon.
Municipality <b>Petawawa</b>	Postal code <b>K8H1 W1</b>	Province <b>ON</b>	E-mail <b>janedoe@email.com</b>
Telephone number (613 ) <b>123-4567</b>	Fax number ( )	Cell number ( )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I <u>Jane Doe</u> declare that (choose one as appropriate):		(print name)	
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input checked="" type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: <u>HOMEOWNER</u>			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
Date	<u>JUNE 1, 2023</u>	Signature of Designer	<u>Jane Doe</u>

**NOTE:**

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.