

## Deck Addition Guide with Sample Plans

### Guide to Requirements, Considerations, and Process

**Overview:** This guide is provided to assist in determining if a building permit is required and provide information for consideration.

#### When is a building permit required for deck construction?

If a deck is new or is being rebuilt, a building permit is required if any of the following circumstances apply:

- If a deck is part of the principle entrance into the dwelling, a building permit is required;
- If a deck is more than two feet above grade, a building permit is required;
- If a deck is covered with a roof, a building permit is required; or
- If a deck is attached to the dwelling, a building permit is required.

#### When is a deck considered part of the landscaping?

If a deck is not physically connected to the dwelling, is not part of the principle entrance to the dwelling, is not more than 2' above grade, and is not covered with a roof it is considered landscaping and no building permit is required. See Additional Considerations below.

#### Additional circumstances when a building permit is not required:

If a deck previously approved under a building permit requires only minor repairs, a building permit is not required.

If a deck railing previously approved under a building permit needs to be replaced, a building permit is not required. See the attached Deck Addition Sample Plan for an example of a code-compliant railing. Additional information and options can be found in the current BC Building Code available online.


**Note:** The current *British Columbia Building Code* is applicable to all structures built in the province and the home owner is responsible to ensure the railing meets the requirements of the code.


#### Additional considerations:

Restrictive covenants (registered on title), water course and riparian setbacks, utility right-of-ways, and distances to property lines may affect the location of your deck, whether a building permit is required or not. Determining if any of these factors will affect the location of your deck is the responsibility of the home owner.

#### Building permit application requirements for a deck:

[Building Permit Application](#)  – [online application](#).

[Appointment of Agent](#)  is required if the permit is to be applied for, picked up, or revised by other than the registered owner. To be completed and submitted online as part of the building permit (BP) application process.

[Application Fee](#)  required where the estimated value of construction exceeds \$20,000. The application fee will be requested after your online building permit application has been accepted.


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### Building permit application requirements for a deck (continued):

**Plans – to scale 1/4”=1’ or 1:50** showing the specifications of the structure. To be submitted / uploaded as part of the online BP application process. For a sample of the expected level of detail and information required for a building permit application, see the attached sample deck drawings. Electronic plan submissions – hand drawn or computer generated – are to be in PDF format and must be a clean copy with no watermarks or other interfering mark-ups. Drawings are to be on minimum 11” x 17” plain white paper (no graph paper), drawn in dark blue or black ink. Photographs of plans or documents are not accepted.

**Site Plan – to scale 1/16” = 1’ or 1:250** (if not already included on the submitted drawings) showing the dimensions of the parcel, the existing dwelling and the proposed deck. Include setbacks and locations of all existing buildings and proposed deck construction. Include the location and the dimension of any right-of-ways or easements.

**Truss Layout, Manufactured Floor Joist and Engineered Beam Layouts** (if used) from the truss, beam manufacturer with point loads identified.


**Business Licence**  valid in the City of Nanaimo is required for builders, contractors, and developers.

### Additional deck construction information:

**Foundation requirements** – The minimum foundation requirements for support of a deck can be found in the attached Deck Sample Plan. The proposed deck foundation details must be included on the plans submitted for a building permit.

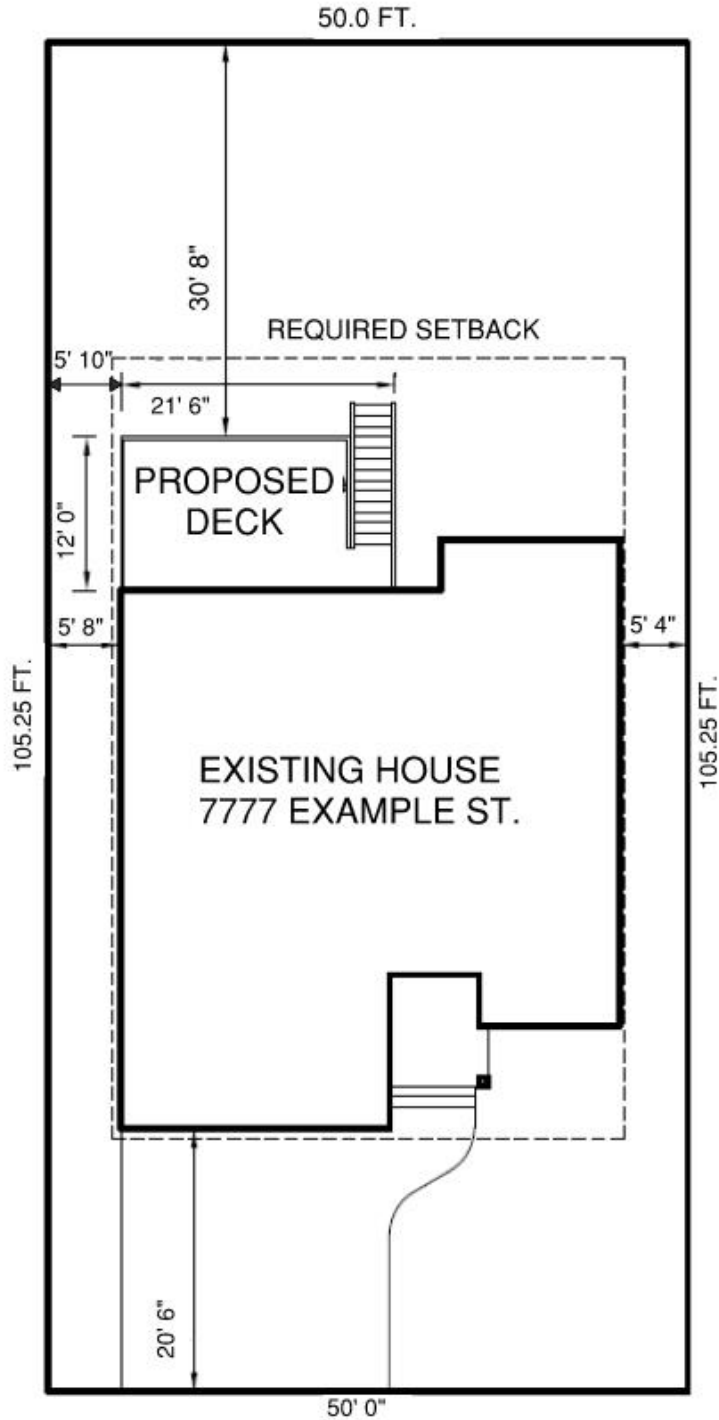
**Deck plans which include stairs** – Typical requirements for stairs, guards and railings can be found in the attached drawing titled, “Residential Stair Detail”. Additional information and options can be found in the current BC Building Code, available online.

**Deck plans which include an open deck (non-membrane)** – Typical requirements for construction of a drip-through deck can be found in the attached drawing titled Drip-Though Deck Detail.

If you are unable to prepare the drawings yourself, a list of local designer / draft persons is available on our website at [www.nanaimo.ca](http://www.nanaimo.ca)  or at the City of Nanaimo Development Service Counter.

If you have any questions or require clarification, please contact a building official at our office at 250-755-4429. This guideline should not be used as a substitute for existing building codes and other regulations. The building owner is responsible for compliance with all codes, bylaws, and other regulations whether or not described in this guideline.

## Sample Plans: Deck Addition to a Single Family Dwelling



### SITE PLAN

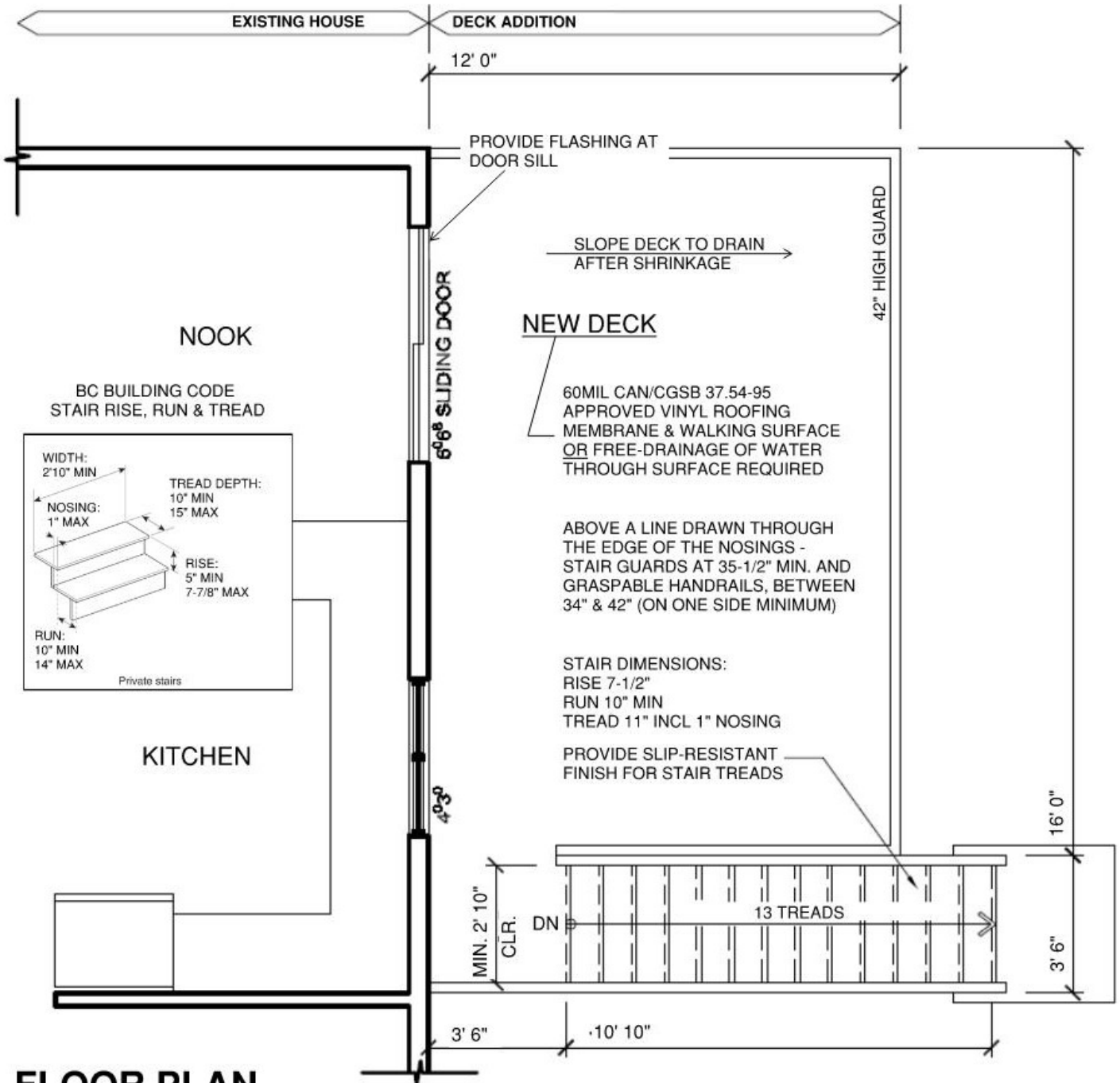
EXAMPLE ST.

SCALE: 1/16" = 1'

\*\*Note: Actual plans must be drawn on minimum 11" x 17" size paper. Plans must NOT be drawn on graph or lined paper.



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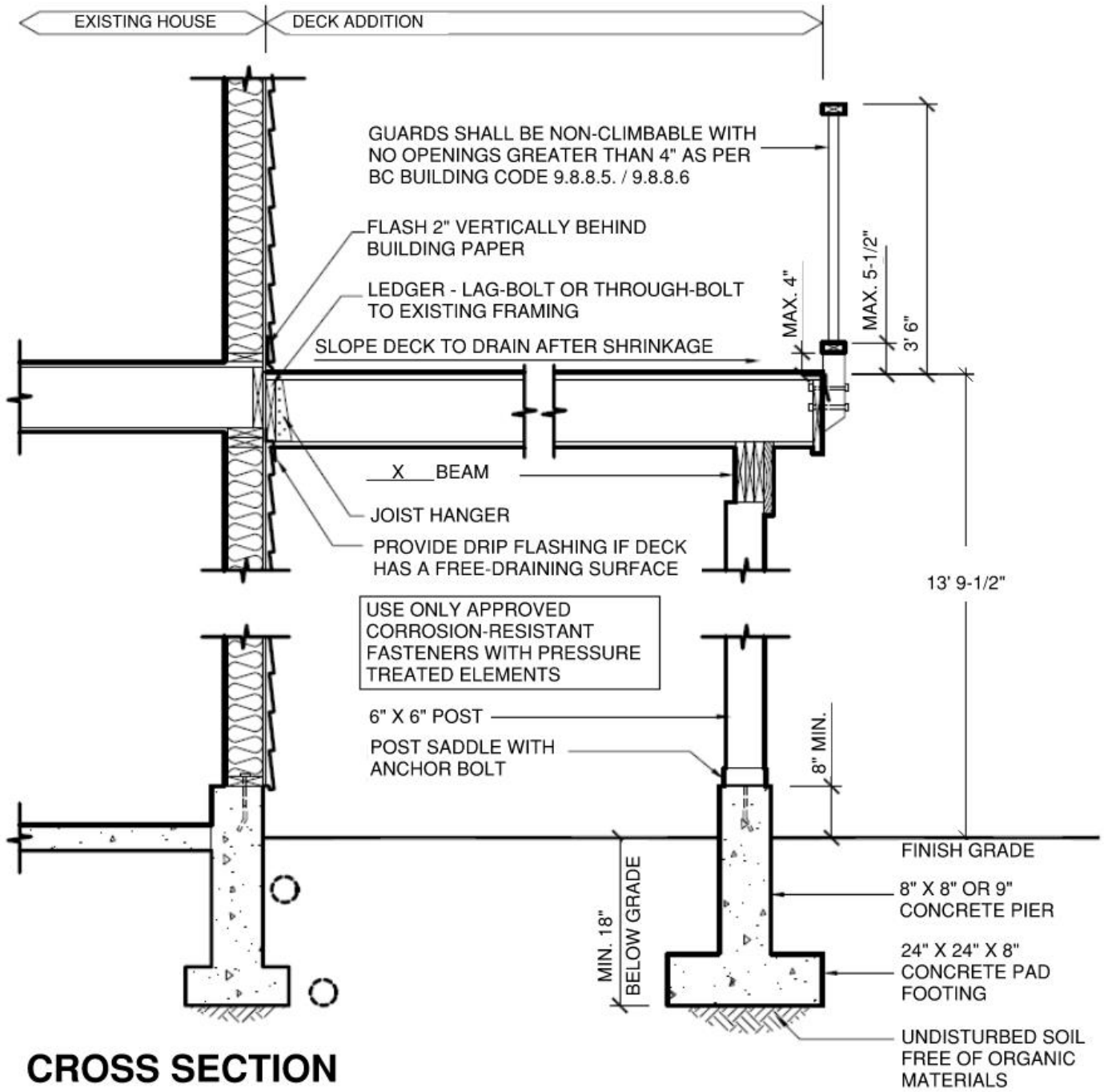


### FLOOR PLAN

SCALE: 1/4" = 1'0"

\*\*Note: Actual plans must be drawn on minimum 11x17" size paper. Plans must NOT be drawn on graph or lined paper.

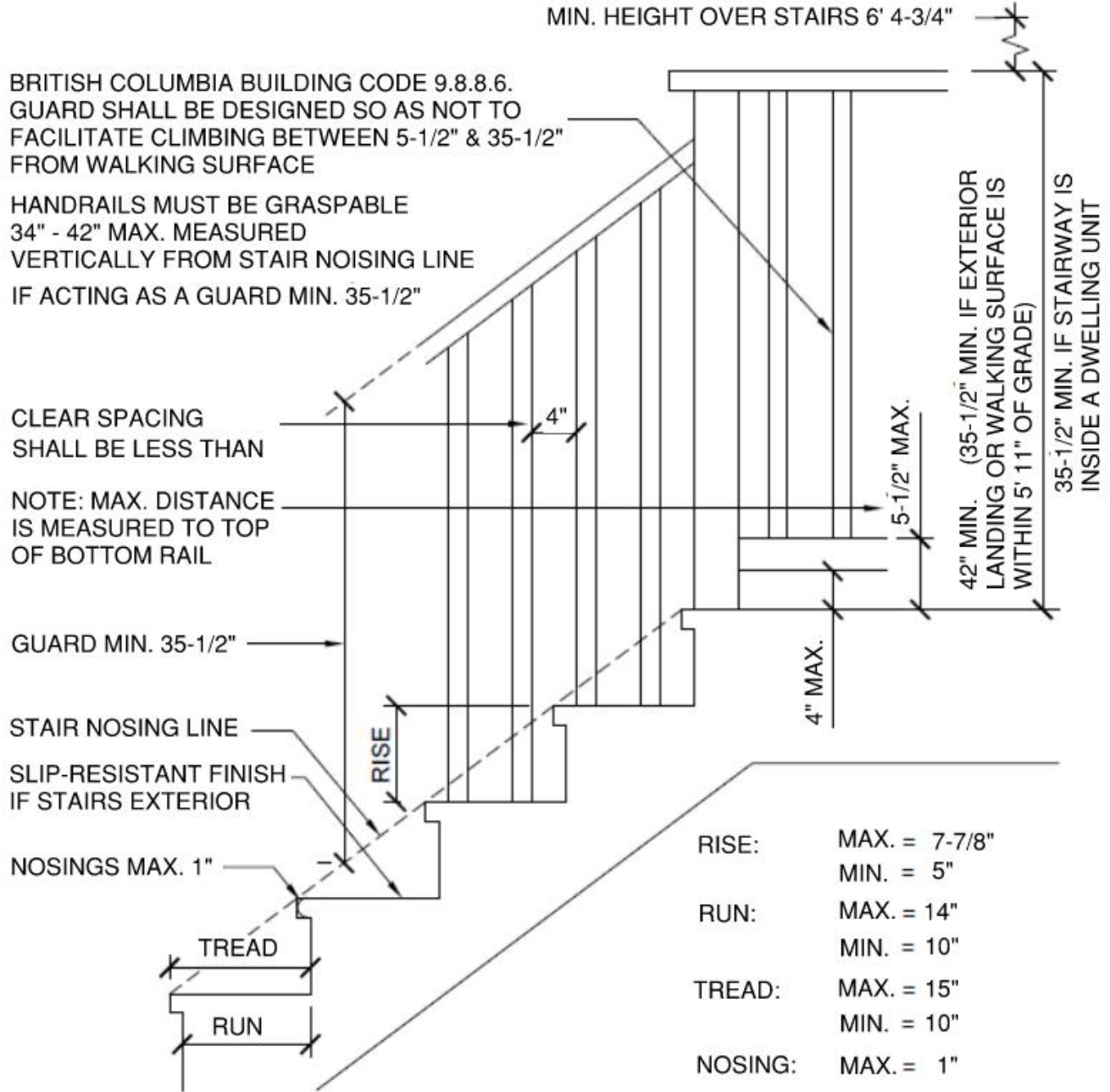
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# Typical Residential Stair Detail



STAIR WIDTH: MIN. 34" CLEAR  
 ONE HANDRAIL REQUIRED ON EXTERIOR STAIRS WITH MORE THAN THREE RISERS AND INTERIOR STAIRS WITH MORE THAN TWO RISERS SERVING NOT MORE THAN ONE DWELLING UNIT

### Typical Drip-Through Deck Detail

For decks without an approved roofing membrane / walking surface, a free-draining surface is required. The following detail is provided to assist in understanding the typical drip-through deck attachment requirements for a single family dwelling.

