Guide to Building a Deck at a Campground / Trailer Park in the Township of Galway-Cavendish & Harvey

Although every attempt has been made to provide accurate information at the time of printing, the information in this package it is subject to change without notice and is provided as a guide only. It is not intended to be used in lieu of current Municipal By-Laws or the current edition of the Ontario Building Code Act (OBC).

This information package includes an example scenario including a sample application form and drawings.

General Notes

- Check with the Building and Planning Department 705-738-3800 ex. 233 to determine the maximum size of deck that can be constructed on your lot
- Precast deck blocks may be used provided you do not attach the deck to your trailer in any way and provided that the deck is not more than 23 5/8” above the ground
- All lumber must be a species of wood that is resistant to decay (eg. Cedar); treated with a preservative to prevent decay or pressure treated
- Minimum dimensional lumber for deck joist material is 2” x 8” (38 mm x 184 mm)
- A guard is required at any point where the difference between the top of the decking and the grade is greater than 23 ½”
    - If the difference between grade and the top of deck boards is less than 5’11’’, the minimum guard height is 2’11’’
    - If the difference between grade and the top of deck boards is greater than 5’11’’, the minimum guard height is 3’-6’’
    - Maximum distance between pickets is 3-7/8” (100 mm)
    - The Ontario Building Code does not permit any guards/support members that may facilitate climbing. For example, some lattice designs can easily permit climbing and may not be used. Rule of thumb is that no cross member or attachment shall facilitate climbing can be used between the 4” and 2’11” from the top of the deck boards
    - Not all composite decking and PVC guards systems have been approved for use in Ontario. If you are thinking of using this type of material for your project, call the building department before making your purchase. For materials that have been approved, you will still need to provide applicable manufacturers installation manual and engineering date and/or building material commission (BMEC) approval.

For this project you will need to provide the following forms and support documents:

- Application for a permit to construct or demolish (including Schedule 1)
- Letter of authorization from the park
- Site plan
- Drawings showing all materials and dimensions (two sets) Including:
    - Floor plan view (including foundation plan
    - Cross section
    - Stair plan view

Note: the application cannot be processed unless all of the required information is submitted.

Stages of construction requiring inspection are footings, framing and completion of the project. If any other inspections are needed, they will be listed on the building permit. Please be aware of all prescribed inspections for this type of project according to the Ontario Building Code.

Sample Building Project Scenario

Owners: Bill and Jane Smith
Project Location: 100 Harvey Road Site 6 (6 Pine Lane) Pineway Campground
Project: Construct a deck

The story:
Bill and Jane spend their time at their trailer in the Pineway Campground. This summer, they have decided to add a deck to the trailer.

They ask their Campground Association for any “park” rules and regulations regarding this type of project. In order to ensure that zoning requirements are met, they contact the Township’s Building and Planning department. Once this has been done, they contact John Doe at Doe Drafting services. He has helped them with previous drafting projects so they know he has a Building Code Identification Number (BCIN) and that he can put their ideas on paper. A short time later, John provides plans they can submit with their permit application. Bill and Jane prepare a site plan of their lot showing all dimensions of existing structure and the proposed deck.

When everything is ready, they submit the following:

- A letter of authorization
- An application for a Permit to Construct or Demolish (including all schedules)
- A site plan
- Architectural plans including a floor framing plan, cross section and stair section

Sample Authorization Letter

Pineway Campground
159 Some Road
Buckhorn, ON
K0L 1J0

April 1, 2011

Township of Galway-Cavendish & Harvey
Building Department
701 County Road 36
Bobcaygeon, ON
K0M 1A0

Re: Building Permit Application for construction of a deck at Site 6 (6 Pine Lane) at Pineway Campground

We have reviewed the proposal for a deck at Site 6 in the park and have no objections. Bill and Jane Smith are authorized to apply for this permit on behalf of the park.

Should you have any questions, please contact us at 705-555-5555.

Sincerely,

Sally Jones
Property Manager
Pineway Campground

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: ____**Township of Galway-Cavendish & Harvey** _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name	Unit number	Lot/con.
159 SOME ROAD – SITE 6 (6 PINE LANE)		

Municipality	Postal code	Plan number/other description
HARVEY	**K0L 1J0**	

Project value est. $ **3,000**	Area of work (m^2) **30.08**

B. Purpose of application

❑ New construction ❑ Addition to an existing building ❑ Alteration/repair ❑ Demolition ❑ Conditional Permit

Proposed use of building	Current use of building
SEASONAL RESIDENTIAL	**SEASONAL RESIDENTIAL**

Description of proposed work

CONSTRUCT NEW DECK AT TRAILER PARK

C. Applicant

Applicant is: ❑ Owner or ❑ Authorized agent of owner

Last name	First name	Corporation or partnership
SMITH	**BILL & JANE**	

Street address	Unit number	Lot/con.
5 WALNUT WAY		

Municipality	Postal code	Province	E-mail
EXAMPLETOWN	**N2B 9X9**	**ON**	**SMITH@EXAMPLE.COM**

Telephone number	Fax	Cell number
(**555**) **555-5555**	(**555**) **555-5551**	(**555**) **555-5552**

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership
JONES	**SALLY**	**PINEWAY CAMPGROUND**

Street address	Unit number	Lot/con.
159 SOME ROAD		

Municipality	Postal code	Province	E-mail
BUCKHORN	**K0L 1J0**	**ON**	**PINE@EXAMPLE.COM**

Telephone number	Fax	Cell number
(**705**) **555-5555**	(**705**) **555-5551**	(**705**) **555-5552**

E. Builder (optional)

Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.	❑ Yes	❑ No
ii. Is registration required under the *Ontario New Home Warranties Plan Act*?	❑ Yes	❑ No
iii. If yes to (ii) provide registration number(s): _____		

G. Required Schedules

i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

H. Completeness and compliance with applicable law

i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).	❑ Yes	❑ No
Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the *Building Code Act, I992*, to be paid when the application is made.	❑ Yes	❑ No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992.*	❑ Yes	❑ No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	❑ Yes	❑ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	❑ Yes	❑ No

I. Declaration of applicant

I _____**BILL SMITH**_____declare that:
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ _____
Date Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

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

A. Project Information				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
B. Individual who reviews and takes responsibility for design activities				
Name **JOHN DOE**		Firm **DOE DRAFTING SERVICES**		
Street address **10 1ST STREET**			Unit no. **59**	Lot/con.
Municipality **EXAMPLETOWN**	Postal code **N2B 8B3**	Province **ON**	E-mail **DOEDRAFTING@EXAMPLE.CA**	
Telephone number (**555**) **555-5522**	Fax (**555**) **555-5533**		Cell number (**555**) **555-5544**	

C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

❑ House	❑ HVAC – House	❑ Building Structural
❑ Small Buildings	❑ Building Services	❑ Plumbing – House
❑ Large Buildings	❑ Detection, Lighting and Power	❑ Plumbing – All Buildings
❑ Complex Buildings	❑ Fire Protection	❑ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ **JOHN DOE** _____ declare that (choose one as appropriate):
(print name)

❑ 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: ____**064321**_____

Firm BCIN: ____**898752**_____

❑ 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: _____

❑ The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification:_____

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 Signature of Designer

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d).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.
2. 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.

Schedule 2: Sewage System Installer Information

A. Project Information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description		

B. Sewage system installer

Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?

- ❑ Yes (Continue to Section C)
- ❑ No (Continue to Section E)
- ❑ Installer unknown at time of application (Continue to Section E)

C. Registered installer information (where answer to B is "Yes")				
Name			BCIN	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ( )	Fax ( )		Cell number ( )	

D. Qualified supervisor information (where answer to section B is "Yes")	
Name of qualified supervisor(s)	Building Code Identification Number (BCIN)

E. Declaration of Applicant:

I _____declare that:
(print name)

- ❑ I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;

OR

- ❑ I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ _____

Date Signature of applicant