CITY OF SURREY
PLANNING AND DEVELOPMENT

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INFORMATION

HOW TO APPLY FOR A BUILDING PERMIT FOR A DECK

This guide outlines the necessary steps to obtain a building permit for a deck.

This is for general guidance only and does not replace by-laws or other legal documents.

General Information

Construction of a deck is subject to the City's zoning by-law and the *BC Building Code*. A building permit must be applied for in most cases when constructing a deck addition on a house.

What Will Be Needed When Applying For A Deck Permit?

❑ A completed Building Permit Application form.

❑ A current Title Search which may be obtained from the Land Title Office.

❑ Owner Authorization Form (if Applicant is not the registered Owner).

❑ One complete set of drawings, including:

  ❑ A site plan at a scale of 1/8" = 1'0" or 1/16" = 1'0" accurately drawn showing:

   • The entire lot, address and legal description of the property, property lines and any easements, right of ways;
   • Dimensions of setbacks to the main dwelling from the property line and the proposed deck from the property line;
   • Locations and size of all existing tees on the lot and also location of any nearby trees on the boulevards or neighbour's lot (Tree barriers may be required for by-law size/protected trees);
   • North Arrow, street name and lanes; and
   • Lot Coverage Calculations.

❑ A foundation plan at a scale of ¼" = 1'0" or metric equivalent accurately drawn that shows:

- Complete dimensions for all proposed construction;
- Foundations for the proposed decks;
- Framing details: lintels, beams, posts, point loads and lintels; and
- Direction and sizes of all roof structural components, including beams and hangers.

❑ A floor plan at a scale of ¼" = 1'0" or metric equivalent accurately drawn that shows:

- A portion of the existing dwelling where the deck will be located;
- Overall building dimensions of the proposed building;
- Complete dimensions to all construction;
- Label the deck and proposed square footage;
- Framing details: lintels, beams, posts, point loads, and lintels (for addition only);
- Location of stairs: width, rise and run;
- New doors including sizes and door swings;
- Railings and guardrails; and
- Direction and sizes of all roof structural components, including beams and hangers (sealed and signed by a registered professional engineer, if engineered beams are used).

❑ Cross Section at a scale of ½" = 1'0" or metric equivalent accurately drawn showing:

- Building height which is measured between average existing grade and midpoint of highest roof;
- Floor, roof and wall assembly details;
- Footing and foundation details; and
- Vented deck details for decks over living areas.

❑ Elevations at a scale of ¼" = 1'0" or metric equivalent accurately drawn showing:

- Exterior finishes;
- Door sizes;
- Existing and proposed grade at building corners for each elevation;
- Show deck height from average grade;
- Railings and guardrails;
- Required stairs and landings; and
- Roof slope(s) (if deck is covered).

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Drawings should not be laminated. Reversed plans are not acceptable.

❑ Payment of the permit fee.

❑ A damage deposit may be required.

How to Apply

To apply for a deck permit, submit the documents listed above to the Building Division. Basic information about the property will also be requested at the time of application.

After an Application Has Been Submitted

Once the plan reviewer is satisfied that all the requirements have been met, the permit will be issued and the applicant will be notified. You will be required to have the approved drawing set at the site at all times during construction.

The Trees and Landscape Department will also do a review of the application to determine if there are any tree protection requirements.