

City of Cornwall
Building Services
100 Water Street East, 2nd Floor
Civic Complex
Cornwall, ON K6H 6G4
Telephone: 613-930-2787 Ext. 2355



RESIDENTIAL DECK GUIDE

PERMIT APPLICATION INFORMATION



This guide has been developed for convenience purposes only.
The Owner is responsible for ensuring
compliance with all city by-laws and other applicable regulations.

Permit Application Checklist for Residential Decks & Porches

Under the Ontario Building Code, a building permit is required for a deck that meets one or more of the following:

- The deck is more than 1 storey,
- The deck is more than 10m²/108sq ft in area
- Walking surface of the deck is more than 600mm/24" to adjacent grade
- The deck supports a roof
- The deck is the primary entrance

To apply for a permit, please provide the following:

1. Complete Building Permit Application Form

2. Site Plan

- a. One copy of a sketch to scale showing the property dimensions with setbacks to all existing and proposed structures.

3. Deck Plans

- a. All plans (unless exempt) must be designed by a person (architect, engineer or designer) registered/licensed with the Province of Ontario and have a BCIN number
- b. Details including: floor plan, foundation plan, elevation drawings, etc. must be included

4. Schedule 1 Form (designer information)

5. Schedule 3 Form (deposit return information / owner's authorization if applicable)

SAMPLE DRAWINGS



**CITY OF CORNWALL
BUILDING DIVISION**

100 WATER ST E, 2ND FLOOR
CORNWALL, ON KGH 6G4
(613) 930-2782 EXT 2355

BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
SITE PLAN

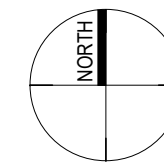
DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

- STRUCTURES:**
- HOUSE (INCLUDING PORCH & EXTERIOR STAIRS)
 - ACCESSORY BUILDINGS (SHED/GARAGE)
 - DECK
 - POOL

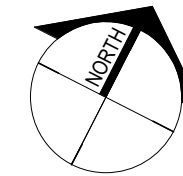
- HARD LANDSCAPED SURFACES:**
- DRIVEWAY
 - WALKWAYS/PATIOS

- SETBACKS:**
- DECK TO PROPERTY LINES
 - REAR WALL OF HOUSE TO REAR PROPERTY LINE

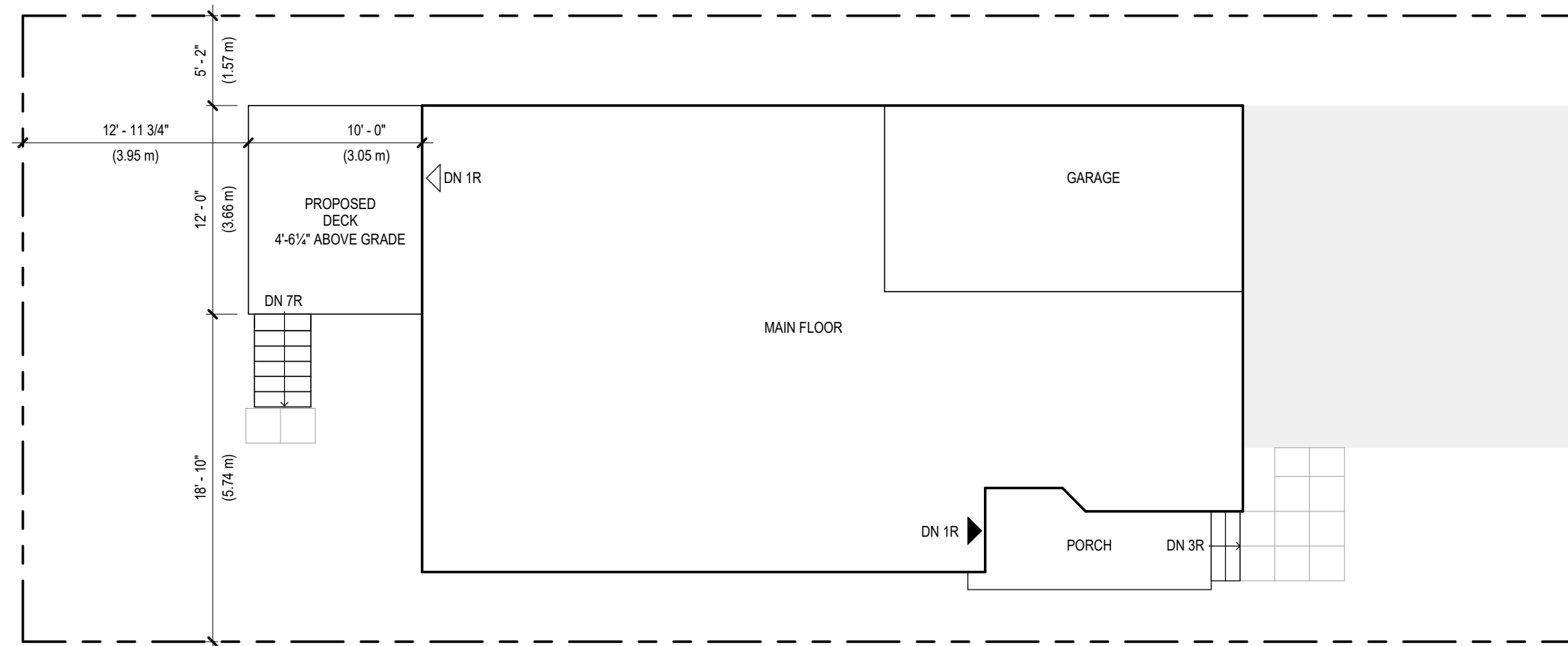
- DIMENSIONS:**
- DECK



PROJECT



TRUE



1 SITE PLAN
D-1 1/8" = 1'-0"

NOTE

THE ITEMS ON THIS DRAWING, INCLUDING DIMENSIONS, ARE BEING PROVIDED TO SHOW THE DRAWING REQUIREMENTS FOR THE SITE PLAN ONLY. THEY DO NOT NECESSARILY REFLECT THE ACTUAL CITY OF CORNWALL ZONING BY-LAW REQUIREMENTS FOR YOUR SPECIFIC PROPERTY. FOR SPECIFIC ZONING BY-LAW REQUIREMENTS FOR YOUR PROJECT CONTACT THE CITY OF CORNWALL ZONING DEPARTMENT DIRECTLY AT (613)613-2787 EXT. 2328

LEGEND

- PROPERTY LINE
- 24" x 24" CONCRETE PATIO STONE WALKWAY

DESIGNER: JANE SMITH

PROJECT 123 MAIN STREET
ADDRESS: CORNWALL, ONTARIO

SHEET SIZE: 11" X 17"

SHEET NO.

DATE JANUARY 2026

SCALE: AS INDICATED

D-1

SAMPLE DRAWINGS



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BUILDING DIVISION**

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BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
**DECK STRUCTURAL PLAN &
DECK FLOOR PLAN**

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

DECK STRUCTURAL PLAN:

- PIER&FOOTING LOCATION AND SIZE
- SUPPORT POST LOCATION AND SIZE
- BEAM SPAN AND SIZE
- JOIST SPAN, SIZE AND SPACING
- LEDGER SIZE AND ATTACHEMENT

DIMENSIONS FOR:

- JOIST/BEAM SPANS AND CANTILEVERS
- FOOTING SPACING
- OVERALL DECK

DECK FLOOR PLAN:

- SIZE AND SPAN DIRECTION OF DECK BOARDS
- GUARD POST LOCATION AND SIZE

DIMENSIONS FOR:

- GUARD POST SPACING
- STAIR WIDTH

DESIGNER: JANE SMITH

PROJECT 123 MAIN STREET
ADDRESS: CORNWALL, ONTARIO

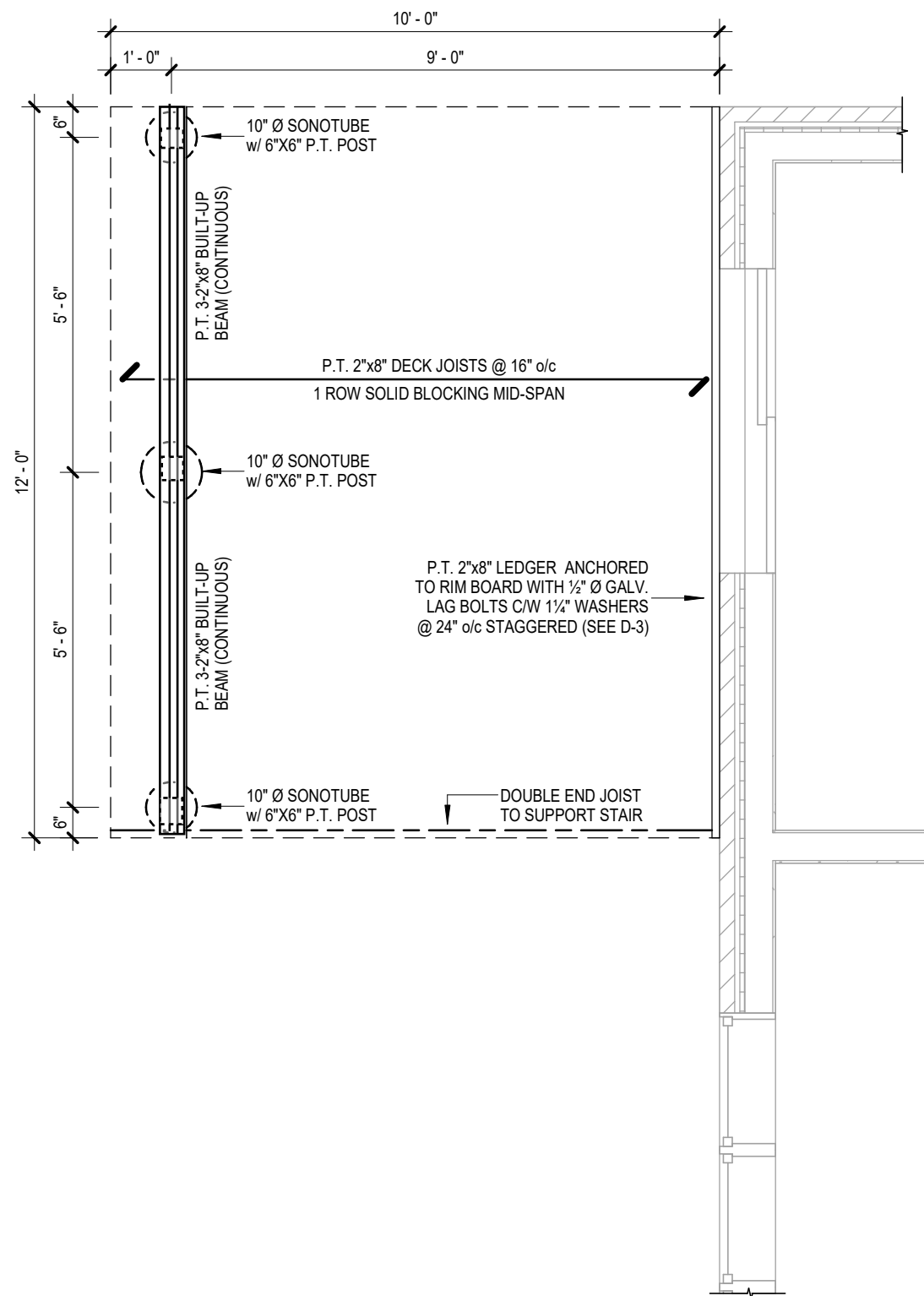
SHEET SIZE: 11" X 17"

SHEET NO.

DATE: JANUARY 2026

D-2

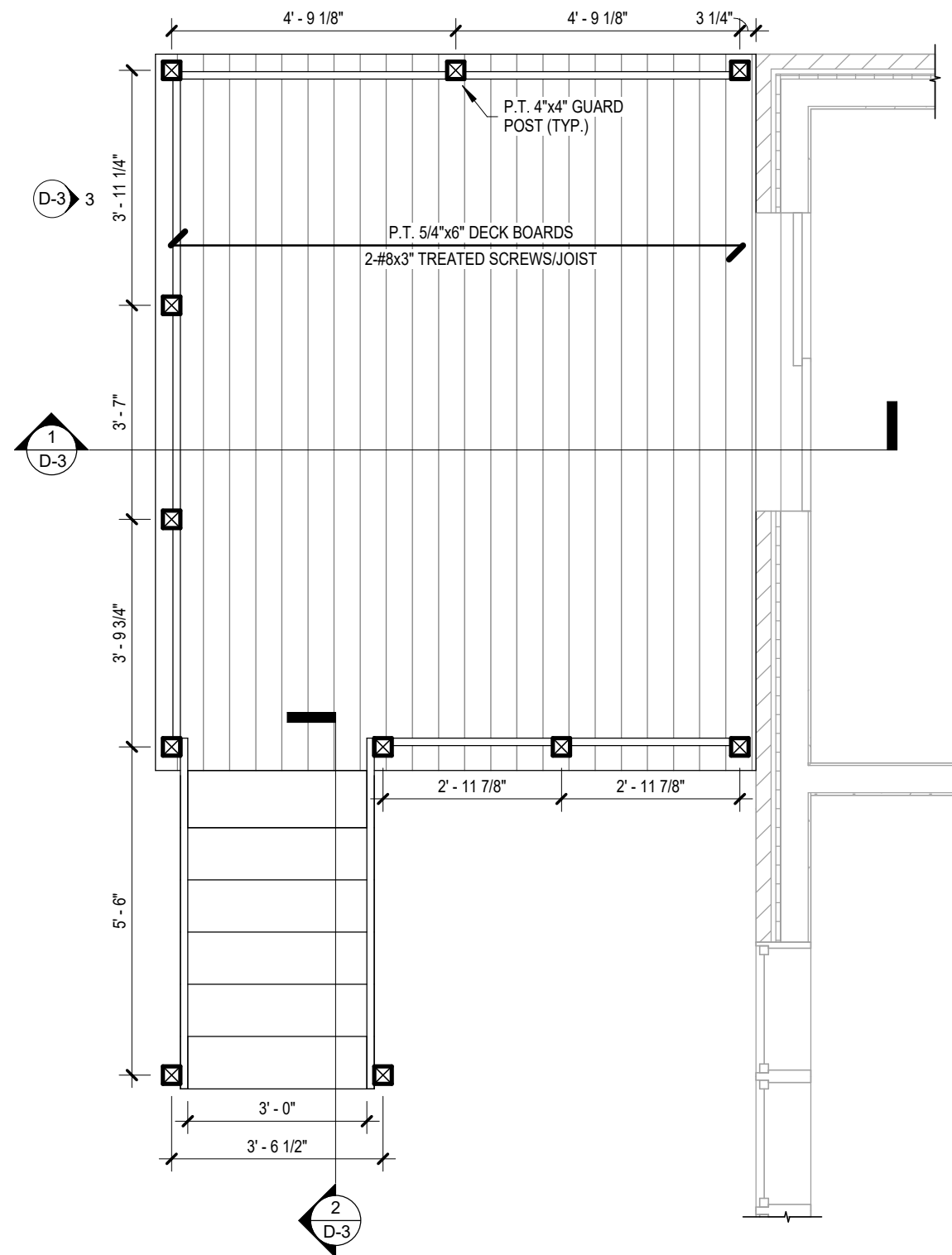
SCALE: AS INDICATED



1 DECK STRUCTURAL PLAN
D-2 3/8" = 1'-0"

LEGEND

- EXISTING CONSTRUCTION (GRAY)
- NEW CONSTRUCTION (BLACK)



2 DECK FLOOR PLAN
D-2 3/8" = 1'-0"

SAMPLE DRAWINGS



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CORNWALL, ON KGH 6G4
(613) 930-2782 EXT 2355

BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
DECK SECTIONS & DETAILS

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

DECK SECTION:

- PIER & FOOTING
- SUPPORT POST AND METAL POST BASE
- BEAM SIZE AND ATTACHMENT TO POST
- LEDGER SIZE AND ATTACHMENT TO HOUSE

DIMENSIONS FOR:

- HEIGHT OF DECK ABOVE GRADE (AT LOWEST POINT OF GRADE)
- OVERALL GUARD HEIGHT
- FOOTING DEPTH BELOW GRADE

TYPICAL GUARD DETAIL:

GUARDS ARE REQUIRED WHEN THE FINISHED DECK FLOOR IS 24" OR MORE ABOVE GRADE

- SIZE AND LOCATION OF POSTS, BOTTOM/TOP RAIL, TOP CAP AND BALUSTERS

NOTE: AN ENGINEERED STAMPED DETAIL IS REQUIRED FOR ANY GUARD SYSTEM:

- THAT INCORPORATES ANY COMPONENT THAT IS NOT WOOD, OR
- IS BUILT HIGHER THAN 3'-6" (SUCH AS A PRIVACY SCREEN SERVING AS A GUARD)

DIMENSIONS FOR:

- OVERALL GUARD HEIGHT
- THE TOP AND BOTTOM OF ALL HORIZONTAL COMPONENTS OF THE GUARD (BOTTOM/TOP RAIL, CAP, ETC.)
- SPACING BETWEEN BALUSTERS

STAIR SECTION:

- SIZE OF STRINGER, TREADS AND RISERS
- GUARD POST LOCATION AND SIZE

DIMENSIONS FOR:

- OVERALL GUARD HEIGHT
- STAIR RISE, RUN AND TREAD DEPTH
- EFFECTIVE DEPTH OF STAIR STRINGER

DESIGNER: JANE SMITH

PROJECT 123 MAIN STREET
ADDRESS: CORNWALL, ONTARIO

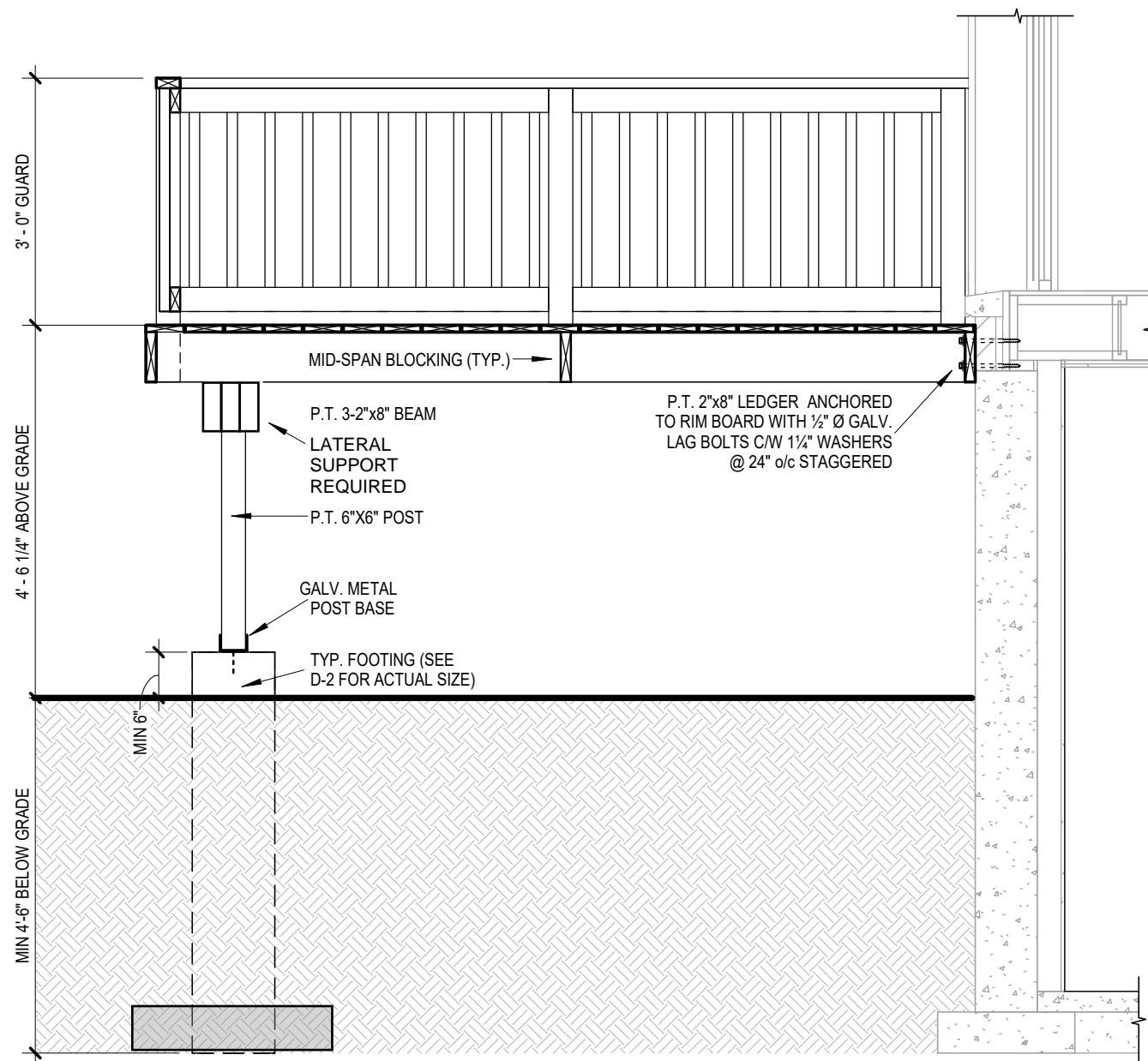
SHEET SIZE: 11" X 17"

SHEET NO.

DATE: JANUARY 2026

D-3

SCALE: AS INDICATED

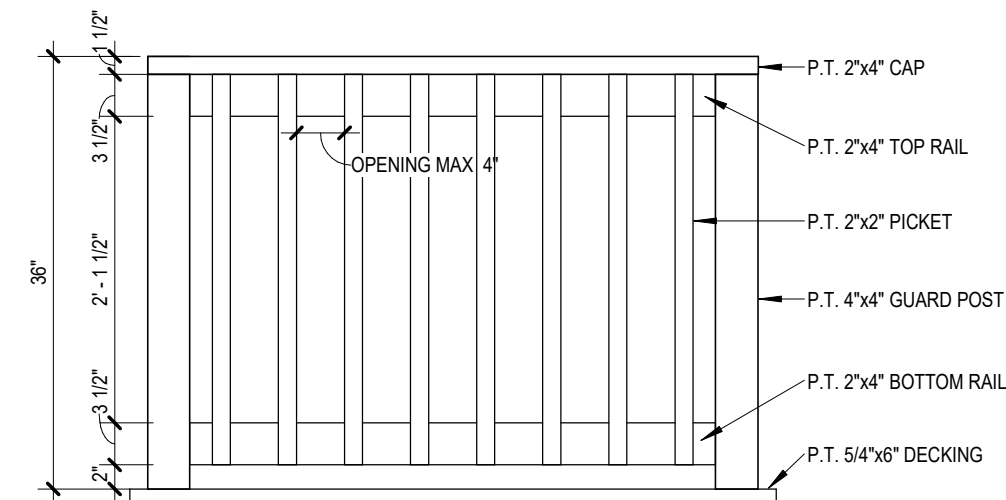


1 DECK SECTION

D-3 1/2" = 1'-0"

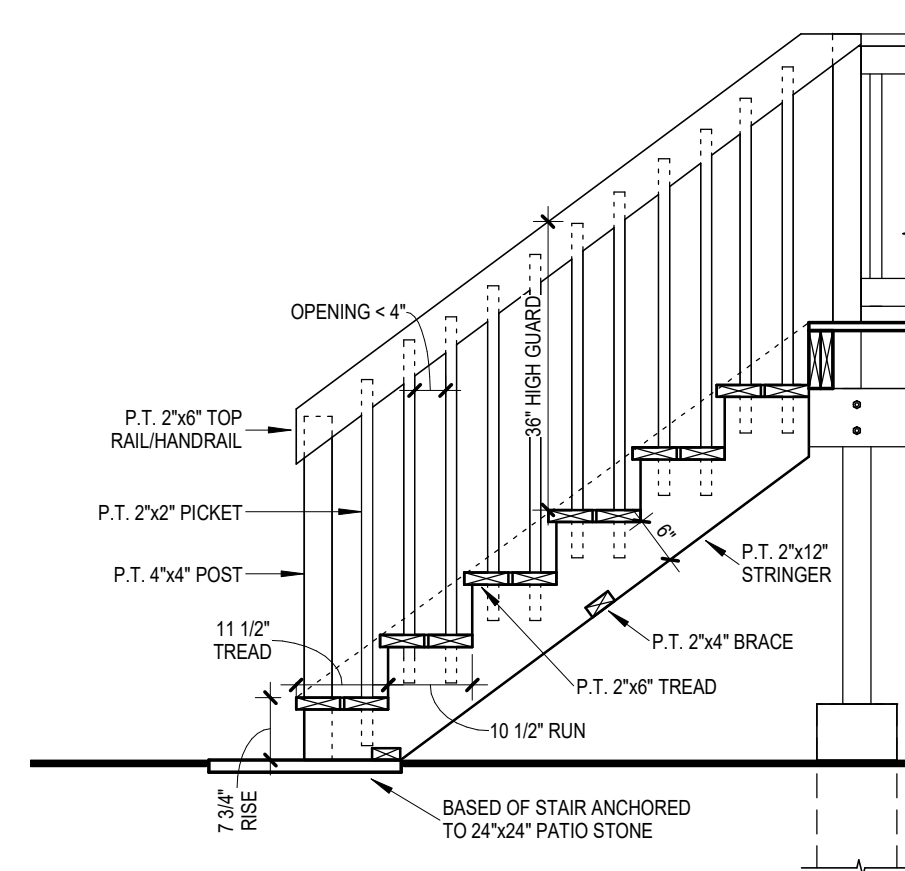
LEGEND

- EXISTING CONSTRUCTION (GRAY)
- NEW CONSTRUCTION (BLACK)



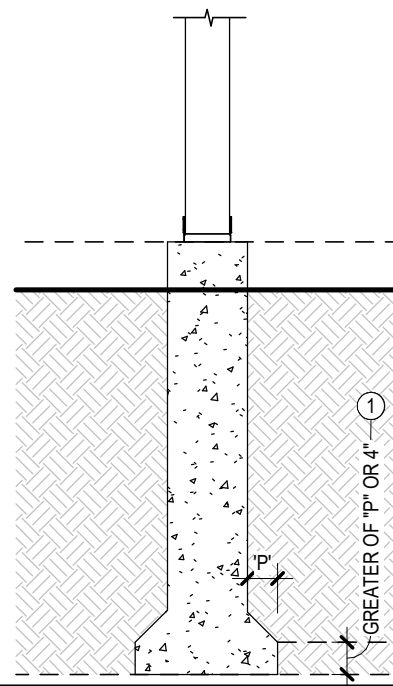
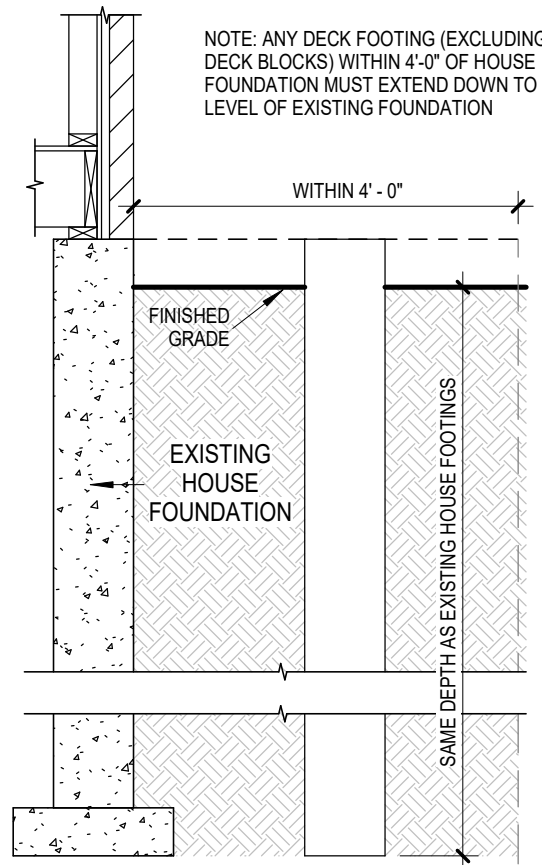
3 TYPICAL GUARD DETAIL

D-3 3/4" = 1'-0"

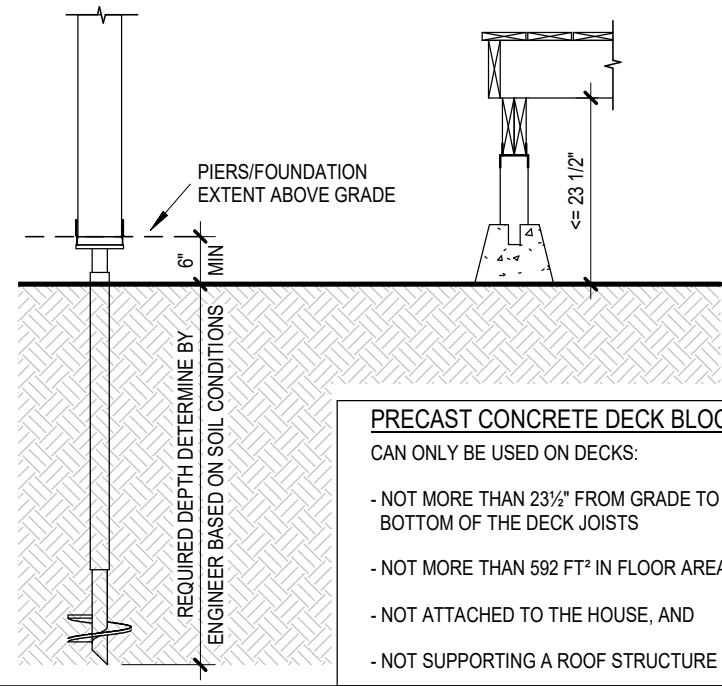


2 STAIR SECTION

D-3 1/2" = 1'-0"



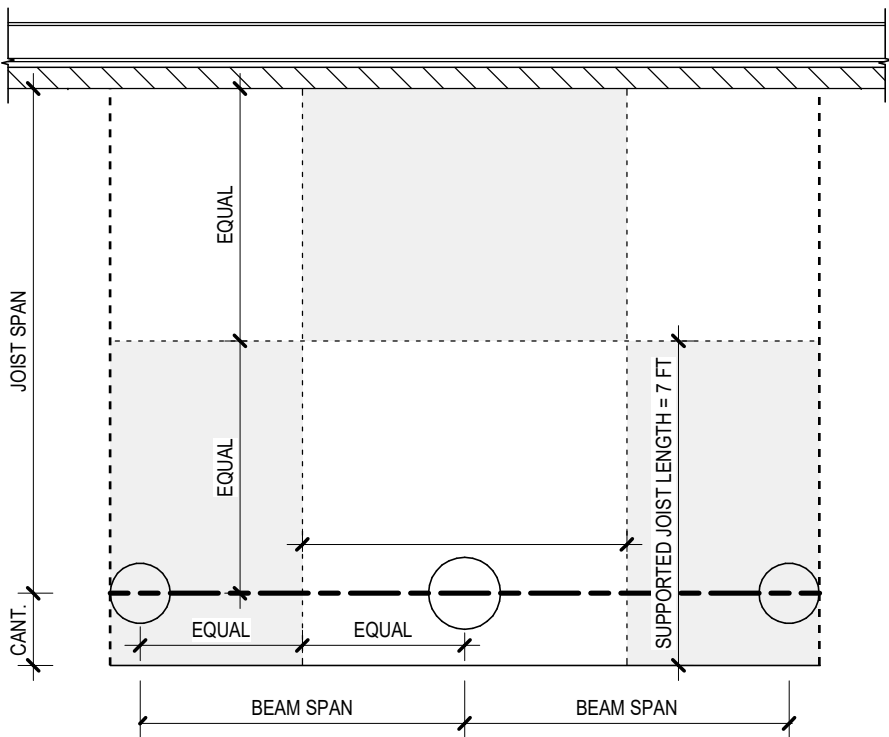
CONCRETE PIER (SONOTUBE) WITH BELLED (BIGFOOT) FOOTING
 MINIMUM PIER, BELLED(BIGFOOT), AND PAD FOOTING SIZES DETERMINED FROM TABLE BELOW
 POSTS MUST BE CENTERED ON CONCRETE PIER/FOOTINGS AND HAVE FULL BEARING:
 MIN PIER SIZE FOR 6"x6" POST IS 8" AND FOR 6"x6" POST IS 10"



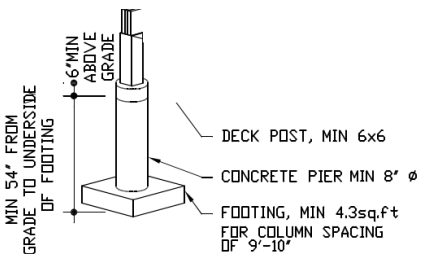
STEEL HELICAL PIER/PILE
 - MANUFACTURERS' INFORMATION MUST BE SUBMITTED WITH PERMIT APPLICATION ALONG WITH CCMC APPROVAL
 - PROFESSIONAL ENGINEER MUST DETERMINE THE DEPTH, SPACING AND SIZE OF HELICAL PIERS/PILES BASED ON SOIL CONDITION

PRECAST CONCRETE DECK BLOCK
 CAN ONLY BE USED ON DECKS:
 - NOT MORE THAN 23 1/2" FROM GRADE TO BOTTOM OF THE DECK JOISTS
 - NOT MORE THAN 592 FT² IN FLOOR AREA
 - NOT ATTACHED TO THE HOUSE, AND
 - NOT SUPPORTING A ROOF STRUCTURE

1 DECK FOOTING OPTIONS
 D-4 1/2" = 1'-0"

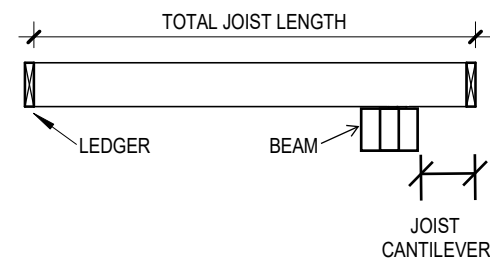


2 CALCULATING FOOTING SUPPORTING AREA AND MINIMUM FOOTING SIZE
 D-4 N.T.S.



FLOOR JOIST SPAN TABLE

JOIST SIZE	SPACING (o/c)	MAX. JOIST SPAN	MAX. JOIST CANTILEVER
2"x6" ⑥	12"	10'-4"	NOT PERMITTED
	16"	9'-4"	
	24"	8'-2"	
2"x8"	12"	12'-5"	16" MAX
	16"	11'-9"	
	24"	10'-9"	
2"x10"	12"	14'-6"	24" MAX
	16"	13'-9"	
	24"	12'-10"	
2"x12"	12"	16'-4"	
	16"	15'-5"	
	24"	14'-6"	



3 STRUCTURAL SIZING TABLES
 D-4 N.T.S.

SAMPLE DRAWINGS



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BUILDING PERMIT APPLICATION GUIDE:
DECK

DRAWING NAME:
FOOTING OPTIONS & STRUCTURAL SIZING INFO.

NUMBER OF COPIES REQUIRED:
 N/A

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

- FOOTING NOTES:**
- MINIMUM DEPTH OF BELLED/PAD FOOTING IS THE GREATER OF 4" OR THE PROJECTION "P" OF THE BELLED/PAD FOOTING BEYOND THE POST/PIER
 - POST BEARING ON PAD FOOTING REQUIRES 2-2"x4" P.T. CLEATS FASTENED TO OPPOSITE SIDES OF THE POST WITH MIN. 3-3/2" GALVANIZED NAILS TO RESIST UPLIFT. CLEATS SHALL EXTEND MIN 2" PAST EITHER SIDE OF POST

DESIGNER: JANE SMITH
 PROJECT 123 MAIN STREET
 ADDRESS: CORNWALL, ONTARIO
 SHEET SIZE: 11" X 17" SHEET NO. D-4
 DATE: JANUARY 2026
 SCALE: AS INDICATED

STAIR CONSTRUCTION

****RISERS TO BE UNIFORM****

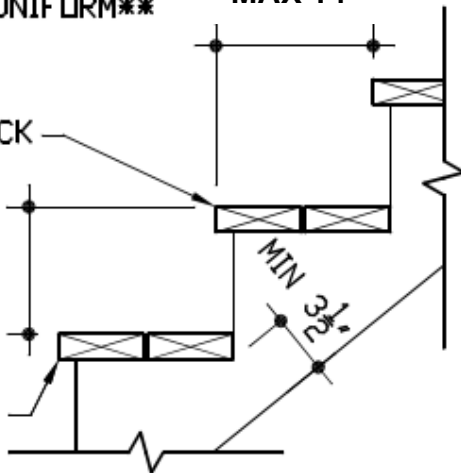
****RUNS TO BE UNIFORM****

**RUN
MIN 10"
MAX 14"**

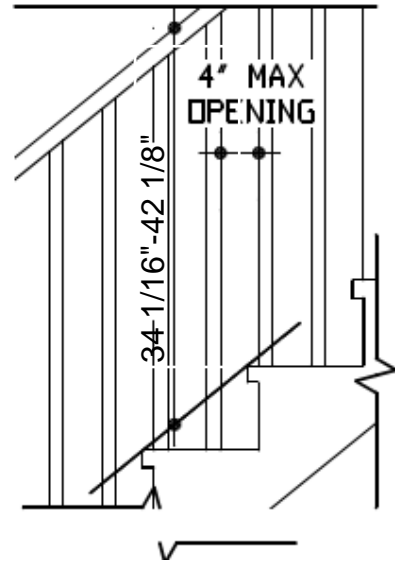
MIN 1 1/2" THICK

**RISE
MIN 4 7/8"
MAX 7 7/8"**

MAX 1" NOSING



HANDRAIL/GUARD



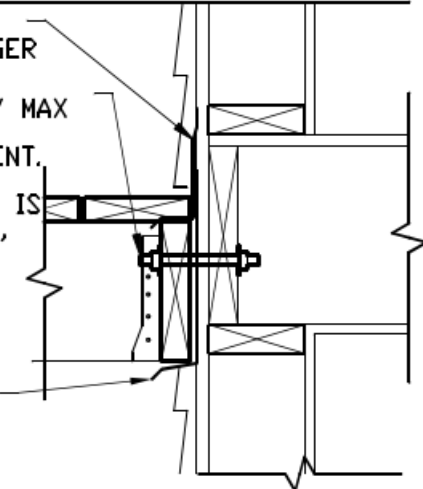
LEDGER BOARD CONNECTION - SIDING

FLASHING BEHIND
SIDING OVER LEDGER

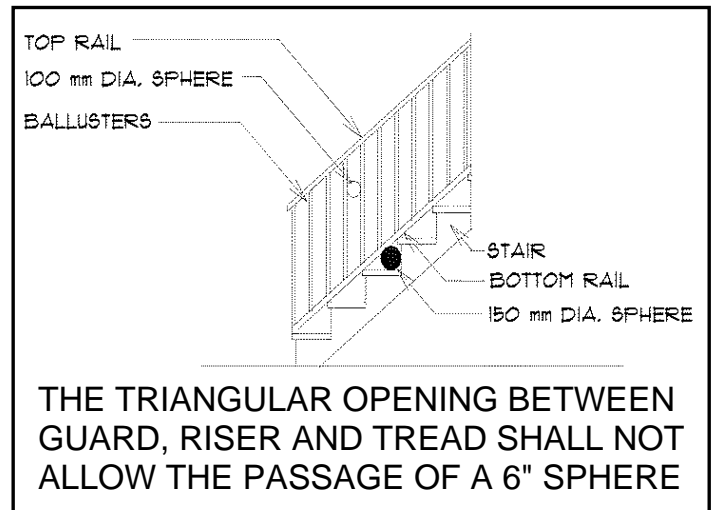
1/2" ANCHOR @ 24" MAX
O.C. FASTENED TO
STRUCTURAL ELEMENT.

NOTE: IF CLADDING IS
BRICK OR MASONRY,
ANCHORAGE TO BE
DESIGNED BY AN
ENGINEER.

FLASHING BEHIND
LEDGER AND OVER
CLADDING



***NOT APPLICABLE TO BALLOON FRAMMING**

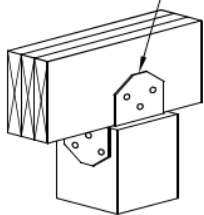


THE TRIANGULAR OPENING BETWEEN
GUARD, RISER AND TREAD SHALL NOT
ALLOW THE PASSAGE OF A 6" SPHERE

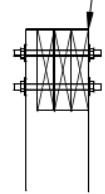
COLUMN TO BEAM CONNECTION

POST CAP,
INSTALLED PER
MANUFACTURER'S
INSTRUCTIONS

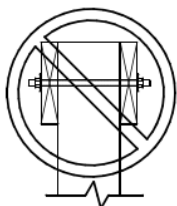
BEAM CAN BEAR
ON NOTCHED POST
AND SHALL BE
FASTENED WITH 2
- 1/2" DIAMETER
THROUGH BOLTS
WITH WASHERS.



METHOD 1



METHOD 2



SPLIT BEAMS NOT
PERMITTED