



# Building Permit Application Checklist

## DECK

The applicant is responsible to ensure compliance with all Applicable Laws.  
All applicable forms are highlighted in **red** and can be found on [sebbs.ca](http://sebbs.ca),  
helpful links are **bolded and underlined**

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### Required Forms & Information:

**Building Permit Application Form** (dated and signed)

**Letter of Authorization from Owner** (required if the Applicant not the owner)

**Site Plan** must be dated and signed

**Two (2) sets of drawings including:**

- floor plan
- foundation plan
- elevations
- railing detail

Sample Plans are available for a **DETACHED & ATTACHED** DECKS, & **RAILING** at [sebbs.ca/sampleplans](http://sebbs.ca/sampleplans).

**Please note:** if the plans are not created by the owner then they must come from a **BCIN certified designer**, architect, or structural engineer.

**Permit Fee's** (more information can be found on [sebbs.ca/FAQ](http://sebbs.ca/FAQ))

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### Related Forms & Information:

**Ministry of Transportation approval to build**

required if building off of a provincial highway.

This checklist is meant as a guideline **ONLY**, to help residents compile the information required to apply for a building permit. Completion of this checklist **DOES NOT GUARANTEE** the approval of a building permit. Please be advised that upon acceptance, and during the permit review process, the applicant may be required to produce additional information to insure compliance with applicable federal, provincial and municipal regulations.

Once you have completed the necessary forms, press the **RED** Submit Button below.  
An email window will open and you can attach the competed forms.

see 1

see 2

see 3

see 13 detached

see 14 attached

see 18 RAILING

link to FAQ BCIN certified designer

link to FAQ Permit fee

<https://www.hcms.mto.gov.on.ca/PermitWizard>