



The purpose of this guideline is to assist the homeowner builder and contractor with the Building Permit process for attached residential decks. This guide will provide the customer with information on the City's requirements for permits and inspections. At any time during the course of the process please feel free to call staff for assistance or clarification.

This package is a guide to which documents are required for single detached or duplex residential decks. Additional documents may be required at City Staff discretion. If you are unsure if your deck project requires permits, please refer to the "Single Detached Dwelling: Residential Building Permit Guideline Package", or contact the Building Division at 604-527-4580 or inspections@newwestcity.ca.

REQUIRED DOCUMENTATION	Required	Submitted	Not Req'd
Permit Application Contacts Form	✓		
Letter of Authorization (Signed by every Person on Title)	✓		
Title Search (no older than 48h old – obtain from BCLTSA office)	✓		
Photographs of Existing House (ALL sides) (in colour/ digital format not accepted)	✓		
Structural Engineers "Schedule B" & Liability Insurance <ul style="list-style-type: none"> Only required if a structural engineer is providing design and field review 	*		

REQUIRED DRAWINGS	Required	Submitted	Not Req'd
<ul style="list-style-type: none"> A site plan, floor plan, and section drawing will be required for a deck permit. These plans must be drawn at the scales mention below. Provide two(2) full size copies, and two(2) 11"x17" copies 			
Site Plan: (Draw to 1/8" = 1'-0") <ul style="list-style-type: none"> Show ALL structures on site (principal house, detached garages, etc.) North Arrow, Street Names, Driveway & Parking Locations to be shown Setbacks for all structures shown Slab/ Deck/ Eave/ Ridge Elevations Natural & finished grades, & retaining wall top & bottom elevations Easements, Right-of-Ways, etc. 	✓		
Floor Plan: (Draw to 1/4" = 1'-0") <ul style="list-style-type: none"> Beam & Joists spans & sizing Joist spacing Footing sizing Type of decking surface 	✓		
Section Plan: (Draw to 1/4" = 1'-0") <ul style="list-style-type: none"> Existing & finished grades Guard type, height, & other applicable dimensions Footing sizing & depth Connection types, sizing, & spacing 	✓		
Structural Engineer Drawings: (Two(2) copies, with original seal & signature) <ul style="list-style-type: none"> Only required if a structural engineer is providing design and field review 	*		

REQUIRED DOCUMENTATION – TREE PERMIT APPLICATION	Required	Submitted	Not Req'd
For more information regarding the City's Tree Protection Policy, refer to the Tree Regulation Webpage , or contact them at 604-636-4318 or treeprotectionbylaw@newwestcity.ca			
Tree Application Form (<i>Critical Root Zone Work Authorization, No Tree Declaration, or Removal Permit</i>)			
Arborist Report, (Report to be in Colour) (<i>Required for all new construction or demolition. Contact Tree Division to determine whether your renovation requires a Project Arborist</i>) • Include Protection / Replacement Plan, Tree Site Map, & Photographs.			
Letter of Undertaking (only if work will be in the critical root zone of an on-property tree)			
Letter of Consent (only if a tree located on a neighbouring property is to be removed)			
Letter of Acknowledgement (only if work will be in the critical root zone of an off-property tree)			

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Making the Permit Application

Once you have obtained the above documentation, you may submit your permit application at the Building Division counter at City Hall. Applications which are missing documents, or contain incomplete documents will not be accepted.

Issuance of an Attached Residential Deck Building Permit:

A Permit will be issued following the acceptance of plans showing compliance with City Bylaws and other applicable enactments and the payment of the appropriate permit fees and applicable engineering fees. Please note that depending on the complexity of the project, a Site Development Undertaking Deposit (SDU) may be taken. This deposit may be refunded once the work is completed, pending final inspection. Please note that contractors are required to have valid trade qualification identification for sub-trade permits and a current Business License with the City.

NOTE: No excavation, shoring, erection, alteration, enlargement, repair, *move* or demolition of any building or structure shall be commenced without a permit being first obtained from the City. If you are unsure if a permit is required refer to the "[Building Permit Application Guide](#)" or contact the Building Department.

**Building Permit Applications accepted
Monday, 8:00 am to 5:00 pm and Tuesday to Friday, 8:00 am to 3:00 pm**

Accepted methods of payment: Cash, Debit or Cheque only

RELATED SERVICES

Natural Gas & Electrical Inspections

BC Safety Authority
505 - 6th Street, Suite 200,
New Westminster, B.C. V3L 0E1
778-396-2000

Land Registrations, Easements, Rights-of-Way

Land Title Office
88 - 6th Street
New Westminster, B.C. V3L 5B3
604-660-8141