New Westminster

511 Royal Avenue
New Westminster BC
V3L 1H9

604 521 3711
info@newwestcity.ca
newwestcity.ca

Guide for Residential Deck Construction

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 buildingdept@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 • Only required if a structural engineer is providing design and field review	*		

REQUIRED DRAWINGS	Required	Submitted	Not Req'd
• 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") • 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 ¼" = 1'-0") • Beam & Joists spans & sizing • Joist spacing • Footing sizing • Type of decking surface	✓		
Section Plan: (Draw to ¼" = 1'-0") • 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) • Only required if a structural engineer is providing design and field review	*		

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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 *(Critical Root Zone Work Authorization, No Tree Declaration, or Removal Permit)*			
Arborist Report, (Report to be in Colour) *(Required for all new construction or demolition. Contact Tree Division to determine whether your renovation requires a Project Arborist)* • 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 or by email bldapps@newwestcity.ca. 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 to Friday 8:30 am to 4 pm

Accepted methods of payment: Cash, Debit or Cheque only

RELATED SERVICES

Natural Gas & Electrical Inspections
Technical Safety BC
600-2889 East 12th Avenue
Vancouver BC, V5M 4T5
1-866-566-7233

Land Registrations, Easements, Rights-of-Way
Land Title & Survey Authority of BC
11 8th Street
New Westminster, B.C. V3M 3N7
604-630-9630