

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted through the online portal.**

Required Documents

Note: For covered decks, please use the Residential Addition checklist.

- Application fee (**Note:** you will be notified via email of outstanding fees with payment details)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed business (**Note:** This is not required if the property owner is the applicant).
- Current copy of Certificate(s) of Title (issued not more than 30 days from the application date)
- Site Plan (scaled in metric) including:
 - Property Address
 - Property Lines
 - Location of roads and back alleys
 - Identification of backyard and front yard
 - Footprint of the primary dwelling and deck (including stairs)
 - Distance from all property lines to deck
- Plan View (scaled in metric) including:
 - Length and width of deck
 - Distance between supporting posts
 - Size of cantilever
 - Length of joist span
 - Size and material type of decking
 - Size of joist
 - Spacing between joists
 - Size of beam
 - Concrete pile depth
- Cross-Section (scaled in metric):
 - Concrete pile diameter
 - Post size
 - Distance between the deck floor and house main floor

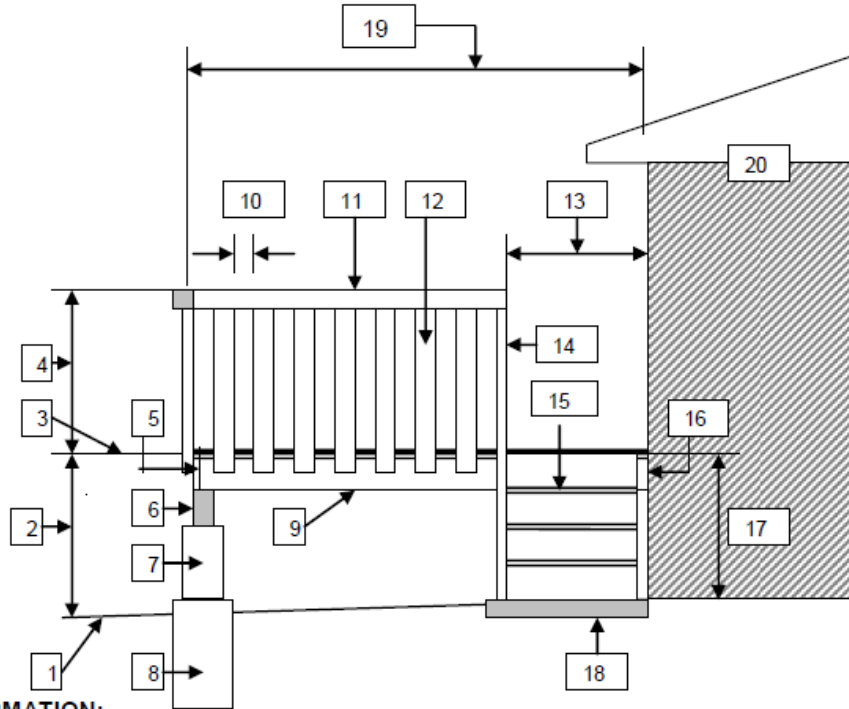
Cross-Section Requirements (*cont'd*)

- Distance between the deck floor and grade (from lowest point)
- Railing height
- Railing opening size
- Railing material

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the [Property Information Viewer webpage](#) to view this map. (Note: you will need to view the Property Information Viewer and check off "Building Code Ten Minute Response Time" to view this information).

Sample Cross Section Plan:



BASIC CODE INFORMATION:

1. Grade: 2% slope for drainage
2. Deck height from grade: Specify (_____)
3. Floor decking: Specify (_____)
4. Height of guard from deck
 36" (for 2' to 6' deck height above grade)
 42" (for 6' over deck height above grade)
5. 2" x 10" End joist (or same size of floor joist)
 Others: (_____)
6. 3 - 2" x 10" Built up beam
 Others: (_____)
7. 6" x 6" wood post anchored to the concrete pile
 Others: (_____)
8. 12" Diameter x 12' deep concrete pile @ 6' - 6" o/c recommended
 Others: (_____)
9. 2" x 10" floor joist @16" o/c.
 Others: (_____)
10. 4" max space between railings
11. Guardrail: Specify (_____)
12. Railings: Specify (_____)
13. 34" minimum stair width
14. Stair handrail 32" to 38" height measured vertically from the stair nosing. Handrail is required if stairs have more than 3 risers
15. 2" x 10" stair tread, minimum
 Others: (_____)
16. 2" x 10" Ledge (same size as joist)
 Others: (_____)
17. Stair: Rise: 5" to 8"
 Run: 8-1/4" to 14"
18. 4" thk concrete pad (optional)
19. Joist span: Specify (_____)
20. Existing house

Note: The above information does not cover all relevant requirements of the Alberta Building Code. The details shown in the drawings are guidelines for your reference and information only. You may use other options provided the work complies with the code. If you have any question or need assistance please free to call.