

## **NO CONSTRUCTION SHALL START PRIOR TO ACQUIRING YOUR PERMITS!!**

**In order to speed up the approval process, please ensure you have completed the following:**

1. Zoning Requirements

- Determine your zoning type BY USING THE Zoning map on our website or contact the Village Office. To view Zoning map on the website, go to [www.debden.ca/Development and Building](http://www.debden.ca/Development%20and%20Building).
- Once the zoning type has been determined, download the correct zoning information from Development/ Zoning on our website. This information will tell you everything you need to know about what you can and cannot do on your property.

2. Development/Building Permit Application

- Building permits will not be issued without a Development Permit. No deck or building over 100 ft<sup>2</sup> shall be placed or constructed until you have been issued a permit. No deck higher than 24" off the ground shall be constructed without a permit.
- Ensure you comply with the zoning requirements, including setback requirements.
- Complete the Permit Application and submit it to the Village office along with a complete set of building plans and the \$70.00 Development and SAMA Fee.
- Your application will be forwarded to CCA-SK Construction Code Authority to ensure it complies with the National Building Code Standards.
- Once the Village has received notification from CCA-SK that your building complies with the NBCS, along with confirmation of completed building value, you will be invoiced for the review costs as provided by CCA-SK. Once the invoice has been paid, the building permits will be issued.

If you have any questions, please call our office at (306) 724-2040 or email us at [office@debden.ca](mailto:office@debden.ca).

**Section 6(1) The Construction Codes Act** (...the owner of each building in Saskatchewan shall ensure that the building is designed, constructed, erected, added to, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the construction standards.”

If you have any questions related to building standards, please call CCA-SK Construction Code Authority at (306) 370-2824 or email [admin@ccask.ca](mailto:admin@ccask.ca).

**Instructions on completing Development & Building Application Package:**

- Complete ALL pages and submit it to the Village office, along with a site plan and the Application Fee of \$70.00. Discretionary Use will be determined in office when application is received.
- Site plan must be completed with all setbacks clearly marked from building to all 4 property lines, north direction, all accessory buildings and drainage direction.

**Application for Building Permit**

- Must be completed and submitted to the Village office, along with all required drawings, information and forms included with the Permit Application Checklist from CCA-SK.

**Permit Application Checklist – CCASK**

- CCA-SK supplies these forms that must be completed before the permit will be approved. Once approved by CCA-SK, their invoice will be issued
- To speed up the approval process ensure all forms are completed before returning.
- Any questions regarding Energy Efficiency Compliance or the Form can be made to CCA-SK at (306)370-2824.

**Application for a Permit to Demolish or Move a Building**

- Must be completed and submitted to the Village office for any building to be moved into or out of the municipality.
- Must be completed and submitted to the Village office for any building to be demolished within the municipality, along with the Demolition Permit Fee and deposit. The Village must be informed when the demolition is complete. We will inform SAMA of the removal of building so your property can be re-assessed.

All documents must be fully completed and submitted as one package or the documents will be returned which will delay the approval process.

E-transfer: [villagedebden@sasktel.net](mailto:villagedebden@sasktel.net)

Cheque, cash or online payment if available through your banking institution.

# VILLAGE OF DEBDEN

## DEVELOPMENT PERMIT / BUILDING PERMIT APPLICATION (Check ALL ☐ that apply)

Box 400  
Debden, SK  
S0J0S0

TYPE OF WORK:	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATIONS	PERMIT NO:	OFFICE USE:			
	<input type="checkbox"/> REMOVAL	<input type="checkbox"/> DEMO	<input type="checkbox"/> RELOCATION					
LOCATION	PROJECT CIVIC ADDRESS:		LLD:	1/4:	SEC:	TWP:	RGE:	<input type="checkbox"/> W3M
	SUBDIVISION:		LOT:	BLK:	PLAN:		PARCEL:	

OWNER / CONTRACTOR	Owner		Company Name (if applicable)			
	Mailing Address		City		Prov	PC
	Phone (Check best use) <input type="checkbox"/> Cell <input type="checkbox"/> Other		Email (Most correspondence will be by email)			
	Contractor / Company		Phone		Email	

START DATE:	COMPLETION DATE:	ESTIMATED VALUE OF CONSTRUCTION:
NOTE: "Value" of construction is not the same as "cost" of construction; see bylaw for definition. A revised value may be determined.		

TYPE OF PROJECT	<input type="checkbox"/> RESIDENTIAL:	<input type="checkbox"/> SITE BUILT HOME	<input type="checkbox"/> RTM	<input type="checkbox"/> MOBILE HOME	<input type="checkbox"/> DECK	<input type="checkbox"/> DET GARAGE	<input type="checkbox"/> BSMT DEV
	DETAILED DESCRIPTION: (I.E. NEW CUSTOM HOME; RELOCATING EXISTING HOME; CONSTRUCTING NEW FOUNDATION FOR EXISTING HOUSE; DET. GARAGE; ETC.)						
	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> SHOP / STORAGE	<input type="checkbox"/> VEHICLE STORE/REPR	<input type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE	<input type="checkbox"/> ASSEMBLY (I.E. RESTAURANT / CHURCH / HALL / GYM)	<input type="checkbox"/> CHANGE OF USE (Lot or Building)	<input type="checkbox"/> INCREASE INTENSITY (Lot or Building)
	OTHER / DETAILED DESCRIPTION: (I.E. COLD STORAGE; RENO SPACE FOR NEW COFFEE SHOP; TRUCK STORAGE & REPAIR W/ OFFICES; NEW HOTEL, ETC.) (Description of Proposed New Use, How is intensity increased- (more seating, additional floor area/new rooms)						

SUBMITTALS	<input type="checkbox"/> Site Plan Submitted	<b>A SITE PLAN IS REQUIRED FOR ALL PROJECTS</b>	
	<input type="checkbox"/> Drawings Submitted OR	Complete Drawing Package, including elevations, floor plans, sections, and details	Required for ALL projects, unless a deck or detached garage (use Worksheet)
	<input type="checkbox"/> Worksheet Submitted	CCASK Worksheet (in lieu of drawings); for decks and detached garage projects	See <a href="http://www.ccask.ca">www.ccask.ca</a>
	PERMIT APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED		

APPLICANT SIGNATURE	<p>I hereby acknowledge that I have read this application and certify that the information contained herein is correct.</p> <p>I hereby acknowledge that I understand that permission to begin building is not granted to me until a Building Permit signed by the building official, administrator, or administration staff is returned to me.</p> <p>I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw and Zoning Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative.</p> <p>I agree to perform all construction work solely in accordance &amp; compliance with the information &amp; plans provided by me in this application and will obtain all other work permits required in conjunction with my development.</p>	
	Applicant Signature	Date

**FOR NEW CONSTRUCTION PROVIDE A DETAILED SITE PLAN, drawn to scale showing, with labels, the following existing and proposed information:**

- a) a scale and north arrow;
- b) a legal description of the site;
- c) dimensions of site;
- d) bylaw site line setbacks including front, rear, and side yard requirements,
- e) site topography and special site conditions (which may require a contour map), including culverts, ditches, and any other drainage features,
- f) the location of any buildings, structures, easements, and dimensioned to the site lines;
- g) the location of trees and other vegetation, especially natural vegetation, street trees, and mature growth;
- h) proposed on-site and off-site services;
- i) a dimensioned layout of parking areas, entrances, and exits;
- j) abutting roads and streets, including service roads and alleys;
- k) an outline, to scale, of adjacent buildings on adjoining sites;
- l) fencing;
- m) proposed location of sewer and water lines;
- n) other, as required by the Development Officer or Council to effectively administer this Bylaw

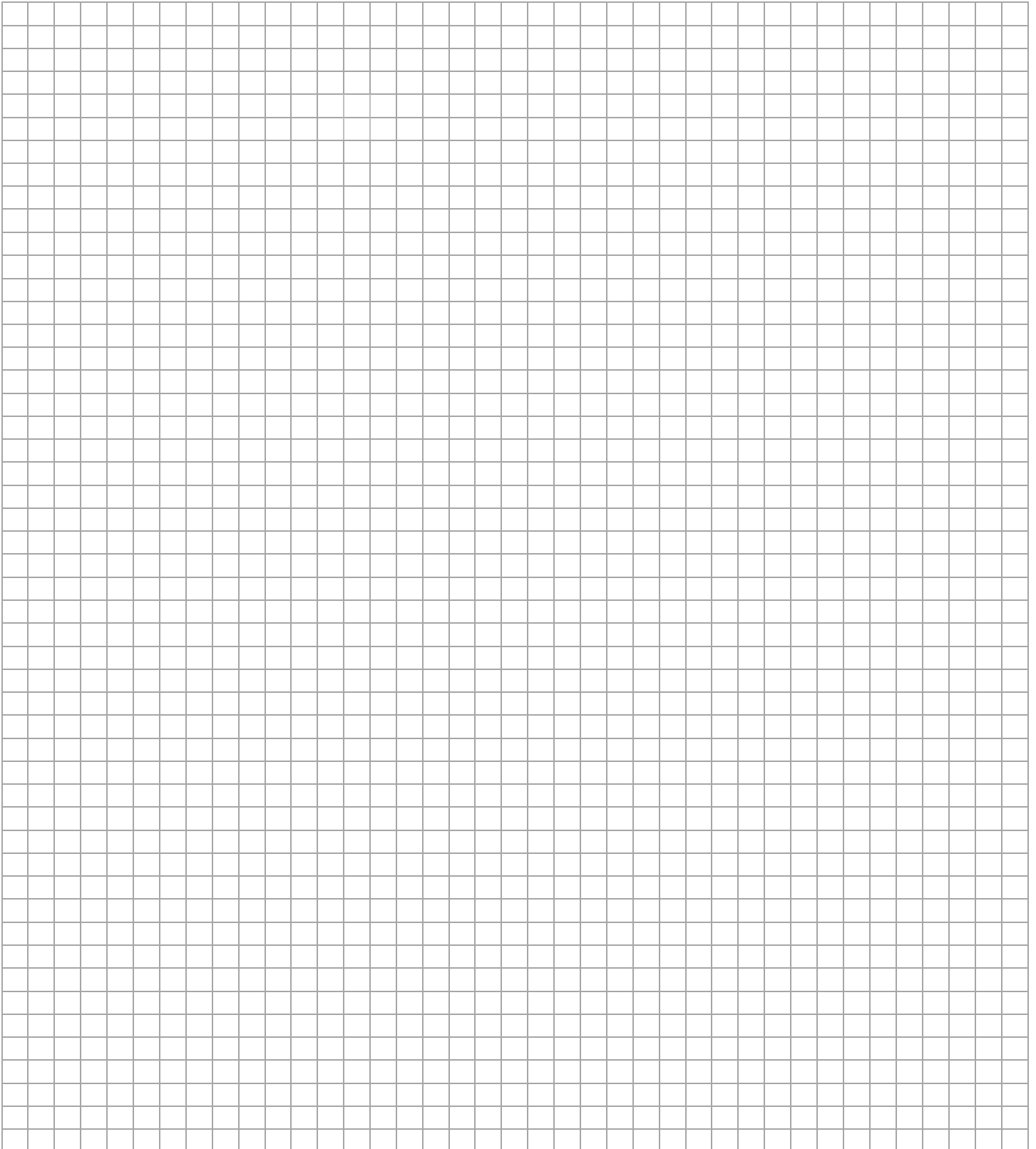
**Mobile Homes:** C.S.A.Z240 Approval Number (from Black and Silver Sticker)

Mobile Home date of Manufacture: \_\_\_\_\_

**FOR CHANGE OF USE PROVIDE ADDITIONAL INFORMATION DETAILS SUCH AS:**

- a) Existing Use of Building/Lot including existing size
- b) Proposed Use of Building/Lot including proposed size if changing
- c) Proposed construction or alterations to be done to meet the proposed use
- d) If increasing intensity- how will it be increased- More seating? More floor space? More rooms?
- e) What are the uses of the adjoining lots?
- f) Any additional relevant information.

**VILLAGE OF DEBDEN**  
— SASKATCHEWAN —  
SITE PLAN / VICINITY MAP



## Additional Information

Please reference which section the additional information is referring too.

[illegible]



## NEW DECK – No Roof

In order to adequately and efficiently process a building and development permit application, the following information is required to be submitted electronically to the municipal office (some offices may accept paper submissions).

The applicant is required to check every box and initial where required to indicate that they fully understand what information is required for a complete application, and all components of building a deck. Failure to check any boxes or sign below will result in the application being tabled until all information is received. If the applicant does not understand the questions being asked, a qualified contractor or designer is required. CCASK cannot be a design resource for owners / applicants.

	REQUIRED DOCUMENTATION / DESCRIPTION	RESOURCES / WORKSHEETS / HELPFUL INFORMATION
R E Q U I R E D	<input type="checkbox"/> <b>Permit Application:</b> Ensure all contact info including email address is provided. Ensure to include Civic Address along with Lot, Block, and Plan, or Legal Land Location when not located in a subdivision.	Provided by municipal office, or CCASK online application where acceptable to the municipality.
	<input type="checkbox"/> <b>Site Plan</b> Show size and location of the house and the shape, size and location of the proposed deck.	SAMPLE SITE PLAN
	<input type="checkbox"/> <b>Construction Details</b> Fill out and submit the Deck 'fill-in-the-blanks worksheet.	DECK – FIB WORKSHEET
	Area of primary deck is: _____ ft <sup>2</sup>	Area of secondary deck (if applicable) is: _____ ft <sup>2</sup>
	Height of primary deck is: _____ inches	Height of secondary deck (if applicable) is: _____ inches
	Compliance Verification Initials:	Initialing each construction detail is required for an accelerated permit application and puts onus the applicant for compliance which will be reviewed on site.
		<ul style="list-style-type: none"> <li>All posts are to be supported on appropriate concrete pad / block supported on flat level compacted surfaces (decks higher than 72" above grade or where supporting roofs require piles).</li> </ul>
		<ul style="list-style-type: none"> <li>Posts shall support the full width of beams, and shall have lateral bracing if more than 24" to underside of joists (knee bracing, mechanical bracket, or similar; toe-nailing is not adequate).</li> </ul>
		<ul style="list-style-type: none"> <li>The ledger board must be secured to the house with lag bolts (GRK or similar), 1 bolt every 16" or 2 bolts ever 32".</li> </ul>
		<ul style="list-style-type: none"> <li>All beam and joist spans are required to comply with the requirements of the NBC span tables, or similar reference documentation such as the Canadian Wood Council. The construction of a built-up beam is complex and includes very specific nailing requirements and allowable joint locations, and if I don't know this, I need to learn how to build one.</li> </ul>
	<ul style="list-style-type: none"> <li>Stair riser heights must all be the same and no more than 7-7/8", tread dimensions must all be the same and no less than 10", and retail stringers (metal or pre-cut wood) may make it extremely difficult to create uniform riser heights.</li> </ul>	
	<ul style="list-style-type: none"> <li>A handrail is required on one side of my stairs if I have more than 3 risers. A flat 2x6 or 5/4x6 is not graspable and cannot be used as a handrail. A flat 2x4 is acceptable, but other smaller material and handrail specific products are better, especially for elderly or young people</li> </ul>	
	<ul style="list-style-type: none"> <li>A guard is required on my stairs, deck, or landing if the height is more than 24" above adjacent ground or surface. Guards shall be no less than 36" high (42" high when deck is more than 72" high). Guards are required to have openings between components (spindles, glass sections, cables, etc.) no more than 4":</li> </ul>	

## Additional Reference Material:

How to build a Built-up Wood Beam

BCB – BUILT-UP WOOD BEAMS

Screw Piles

BCB – SCREW PILES

Canadian Wood Council: Residential Exterior Wood Deck Span Guide

Canadian Wood Council Website

**When is an Engineer Required?**

Professionally designed and sealed drawings, or drawings with professional engineer design review and sealed are required for the following conditions:

When the municipality bylaw requires all foundations are designed by professional (engineer or architect).

When any proposed structural components do not comply with the NBC requirements and span tables.

Joist Span Table – S-P-F									
Joist Size	2x6			2x8			2x10		
Spacing	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.	12" o.c.	16" o.c.	24" o.c.
Max Span	9'-10"	9'-0"	7'-8"	13'-0"	11'-5"	9'-4"	16'-2"	14'-0"	11'-5"
Max Cant	16"	16"	16"	16"	16"	16"	24"	24"	24"

2-ply Beam Sizing Table				
Supported Joist Length	2-ply 2x6	2-ply 2x8	2-ply 2x10	
8 ft (and less)	6'-7"	8'-5"	10'-3"	
10 ft	6'-1"	7'-6"	9'-2"	
12 ft	5'-8"	6'-10"	8'-4"	
14 ft	5'-2"	6'-4"	7'-9"	
16 ft	4'-10"	5'-11"	7'-3"	
18 ft	4'-7"	5'-7"	6'-10"	
20 ft	4'-4"	5'-4"	6'-6"	
Max beam cantilever past post:	12"	12"	16"	

Large Beam Sizing Table						
Supported Joist Length	2x8 Beams			2x10 Beams		
	3-ply	4-ply	5-ply	3-ply	4-ply	5-ply
8 ft (and less)	12'-6"	14'-5"	16'-2"	15'-3"	17'-8"	19'-9"
10 ft	11'-2"	12'-11"	14'-5"	13'-8"	15'-9"	17'-8"
12 ft	10'-2"	11'-9"	13'-2"	12'-6"	14'-5"	16'-1"
14 ft	9'-5"	10'-11"	12'-2"	11'-7"	13'-4"	14'-11"
16 ft	8'-10"	10'-2"	11'-5"	10'-9"	12'-6"	13'-1"
18 ft	8'-2"	9'-7"	10'-9"	9'-8"	11'-9"	13'-2"
20 ft	7'-6"	9'-2"	10'-2"	8'-11"	11'-2"	12'-6"
Max beam cantilever past post:	16"	16"	18"	18"	18"	18"

I understand that all information is required to be submitted before my permit application will be reviewed, and that incomplete applications will delay review of my permit application, and that a fee may be charged for incomplete applications.

I understand that *as the owner I am / the owner I represent* is ultimately responsible for compliance with the Construction Codes Act and the Saskatchewan Building Regulations:

Owner / Applicant:

(Owner's rep)

Date: \_\_\_\_\_



# RESIDENTIAL DECK - PERMIT APPLICATION CHECKLIST

Applicant's Name: \_\_\_\_\_  
 Project Street Address: \_\_\_\_\_

Please fill in all requested information and checkboxes to ensure a proper building code assessment can be completed prior to issuing a building permit.

## SITE PLAN:

Please provide a site plan for this project showing your proposed Deck. It is recommended that your proposal be drawn on **photocopied** Real Property Report or Surveyor's Certificate. Do not use your 'only copy' of these documents as the municipality is not responsible for lost or damaged reports.

The SITE PLAN should include the following:

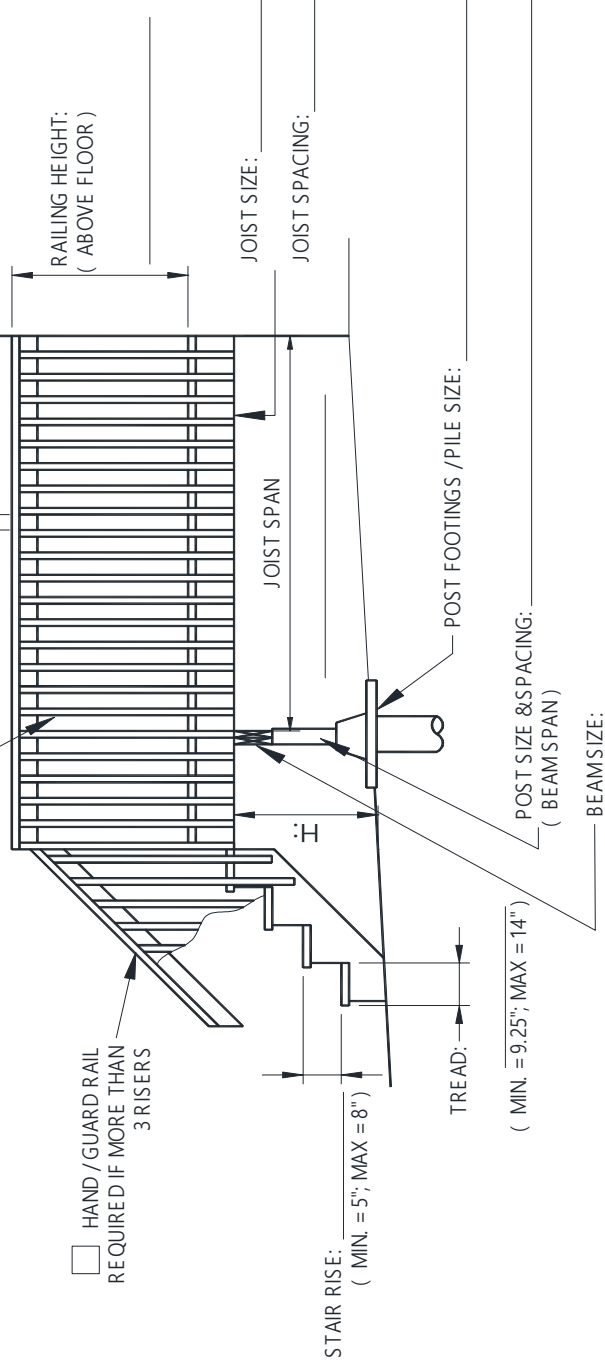
- Size and location of proposed deck.
- Distance to all property lines.
- Dimensions of deck.
- Location of steps & railings.
- All other existing buildings.

☐ Site Plan Attached

GUARDS:  
 - SHALL NOT BE MADE 'CLIMBABLE'  
 - MIN. HEIGHT "G":  
 IF "H" IS BETWEEN  
 24" & 72" = 36"  
 IF "H" IS > 72" = 42"

☐ GUARD RAIL REQUIRED IF DECK  
 FLOOR HEIGHT IS 24" ( 600 mm )  
 OR HIGHER ABOVE ADJACENT  
 GROUND / SURFACE

☐ HAND / GUARD RAIL  
 REQUIRED IF MORE THAN  
 3 RISERS



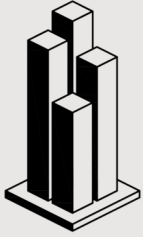
DECK HEIGHT ( "H" ) ABOVE GRADE: \_\_\_\_\_

CONSTRUCTION  
 CODE  
 AUTHORITY

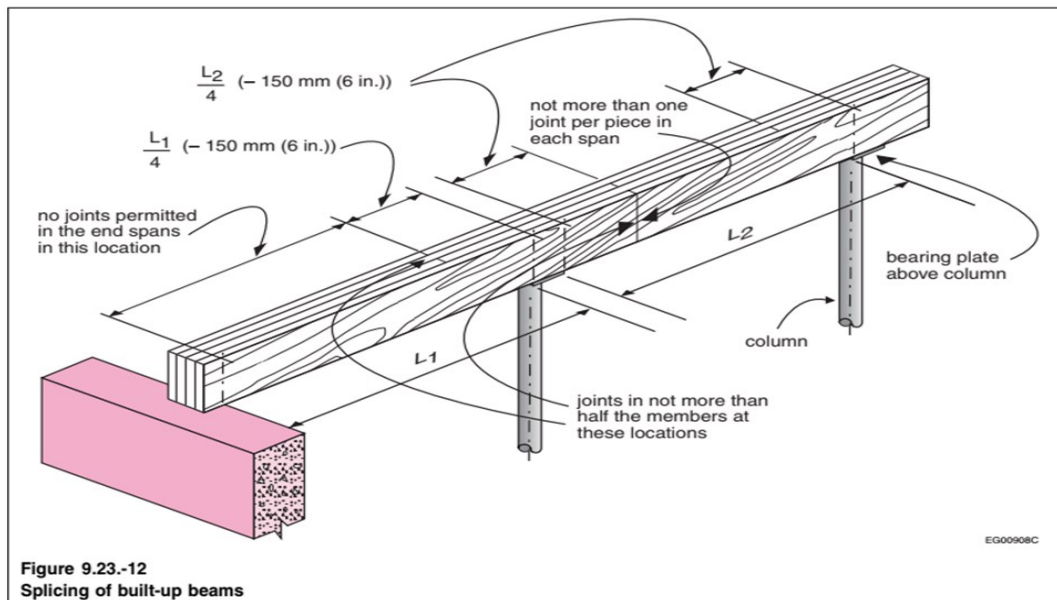
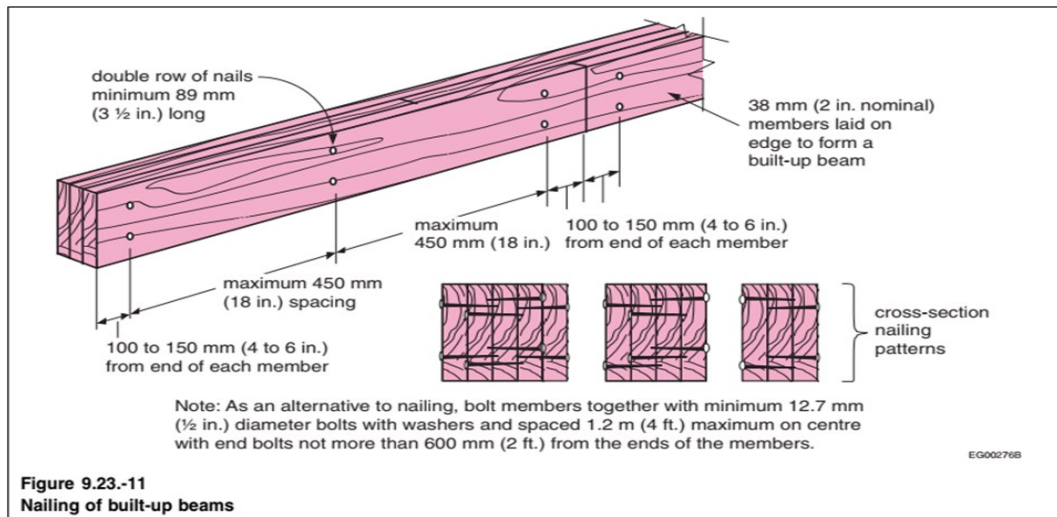


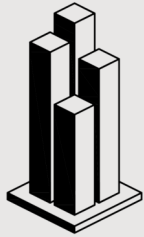
**DECK DEVELOPMENT CHECKLIST, PAGE 2**  
**CODE ARTICLES**

<b>Article</b>	<b>Description</b>
<b>NBCC 2015</b>	<b>The following NBCC Article descriptions are summaries of the articles and sentences, not the actual NBCC 2015 code article.</b>
9.3.2.9.	Structural wood framing members shall be pressure-treated to resist decay where the vertical clearance between the framing members and the ground is less than 150 mm (6").
9.8.7.1.	A handrail is required for exterior steps with more than 3 risers. The handrail height is to be between 865 mm (34") and 965 mm (38") high.
9.8.8.	<p>Guard rails are required around decks &amp; landings where the surface is more than 600 mm (24") higher than the adjacent ground. Guard rails are required to be minimum 900 mm high (36"), and 1070 mm (42") high where the surface is more than 1800 mm (72") above the adjacent ground.</p> <p>900 mm (36") high guard rails (measured vertically from a line drawn through the stair nosings) are required on flights of steps where the tread height is more than 600 mm (24") above the adjacent ground.</p> <p>Openings through any guard shall be of a size that will prevent the passage of a spherical object having a diameter of 100 mm (4").</p> <p>Where decks are more than 4.2 m (13'-9"), guards are to be constructed so that they will not facilitate climbing, where all elements protruding from the vertical and located within the area between 140 mm and 900 mm above the floor or walking surface protected by the <i>guard</i> conform to at least one of the following Clauses:</p> <ul style="list-style-type: none"> <li>a) they are located more than 450 mm horizontally and vertically from each other,</li> <li>b) they provide not more than 15 mm horizontal offset,</li> <li>c) they do not provide a toe-space more than 45 mm horizontally and 20 mm vertically, or</li> <li>d) they present more than a 2-in-1 slope on the offset.</li> </ul>
9.17.2.2.	The wood posts are required to be laterally supported if the distance from finished ground to the underside of the joists is more than 600 mm (24"). Toe-nailing beams to posts is not considered adequate lateral support. Provide mechanical connections that will provide lateral support, or lateral bracing (i.e. knee bracing) connecting the posts to the deck frame.
9.17.2.2.	Where the distance from grade to the underside of the deck joists is more than 2 m (6'), then posts supporting the deck beam shall be minimum 6x6, or 3-ply 2x6 built-up columns. 4x4 posts are not permitted.
9.17.2.2.	Decks where the distance from grade to the underside of the deck joists is more than 2 m (6') shall be supported on concrete piles, minimum 10" diameter x 10' deep c/w Sonotube and re-bar, and adequate means of securing the post to the piles.
9.23.1.1.	The maximum spacing for stair stringers is 30" o.c.
9.23.4.2.	The maximum span (distance between posts) for a 2 ply 2x10 beam is 9'-4". The maximum span (distance between posts) for a 2 ply 2x8 beam is 7'-8". Other beam spans are to be designed in accordance with Sentence 9.23.4.2. of the NBCC 2010, or the Canadian Wood Council's "Span Book".
9.23.9.4.	The joists are required to be blocked, strapped, or cross-brided at mid-span.
9.23.9.9.	The maximum length of the joist cantilever past the beam is 600 mm (24") for 2x8 joists, and 750 mm (30") for 2x10 joists.



## Built-up Wood Beams





## Deck Construction Info

This is not intended to be explicit “How To” construction advice. Providing building code services does not permit BuildTECH to ‘design’ projects for owners. If you require additional information, or you are unsure of or confused by the information provided, please consult with a qualified contractor for all details concerning construction of a deck. Material suppliers can also be good sources of information regarding construction of decks.

### Deck FAQ:

**Q: Do I need to use piles or will surface deck blocks be adequate?**

**A:** Deck foundations are not specifically prescribed in the building code. And although there could be noticeable deck movement from frost, typically, surface mounted deck foundation systems like “deck blocks” or concrete pads have been proven to function as adequate foundations for decks. However, as decks get higher off the ground or support additional loads from a roof, the movement can become more noticeable, and be more of a structural concern. When the height measured from ground to the underside of the joists is more than 72” (1800mm) or a roof is being supported, concrete piles or screw piles are required, and posts shall be at least 6”x6” or 3-ply 2”x6” – no 4”x4” posts. Lateral bracing is very important as well; lateral bracing could be met with proper knee bracing or an appropriate mechanical connection bracket. Toe-nailing is not adequate lateral support.

**Q: How should my ledger be attached to the house rim joist?**

**A:** Generally speaking, 4 x 3-1/2” nails installed every joist space will support the ledger board, or 1/2” lag or through bolts installed @16” o.c. alternating stagger at 2” from top and 2” from bottom. If you have an insulated rim joist you will need to reference the manufacturer’s literature on how to properly attach a deck.

**Q: How big does my beam need to be? How many posts do I need? What size joists do I need?**

**A:** There are many variables that determine the size and spacing of deck frame components. Attached are tables showing the distance a beam or joist can span between supports. Please refer to these when designing your deck.

**Q: Can I use deck screws to mount my joist hangers and deck brackets?**

**A:** No. They do not provide adequate shear strength. Hangers are designed to be secured with high-shear hanger nails or structural screws.

**Q: How high does my guard rail need to be on my deck?**

**A:** The height of guardrails is dependent on the height of the deck, measured between the deck surface and the adjacent ground level. If the distance is between  $\geq 24"$  (600mm) and  $\leq 72"$  (1800mm) the height of the guardrail is required to be at least 36” (900mm) high, and if it is  $\geq 72"$  (1800mm) the guardrail is required to be 42” (1060mm) high.

**Q: When do I need a handrail on my steps? When do I need a guardrail on my steps?**

**A:** A handrail is required when there are **more than 3** risers, and a guardrail is required when the tread height is more than 24” (600mm) above the adjacent ground.

**Q: What dimensions do I need for my steps?**

**A:** The dimension of the riser must be between 5” and 7-7/8”, while the dimension of the tread must be between 10” and 14”. All steps must have uniform rise and uniform run. Pre-fabricated metal stringers may not always fit properly, and often they are installed with a top and/or bottom riser that does not match the riser heights.