

Deck Checklist

Address: _____ Date: _____

Please note that only complete applications will be accepted.

Please attach this checklist when submitting the application.

- ☐ Building Permit Application
Complete form attached
- ☐ Owner Authorization Form (If Applicable)
Required when an agent is submitting the application on behalf of the property owner.
Must be completed and signed by the property owner.
- ☐ Site Plan
Drawn to scale, showing:
 - North arrow
 - Property lines and dimensions of the parcel taken from the registered legal plan.
 - The location and dimensions of all statutory right of ways and easements.
 - Zoning setbacks and ensuring that they are met
 - The location and dimensions of any existing and proposed structures on the site showing the nearest measurement to each parcel boundary. (including decks and covered decks)
 - A buffer distance of at least 1.5 meters (5') between structures on the propertyRefer to the Zoning Map and Zoning Bylaw for setbacks.
<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>
- ☐ Typical Deck Section
Form completed. If something does not apply to your deck, write N/A on that line.
- ☐ Covered Deck Section (If Applicable)
Form completed. If something does not apply to your deck, write N/A on that line
- ☐ Typical Stair Detail
Form completed. If something does not apply to your deck, write N/A on that line
- ☐ Ledger Attachment Detail
 - Read and sign the page acknowledging you understand the detail.
 - If you plan on using a different method, provide a detail showing the proposed method.
- ☐ Screw Pile Plan (If Applicable) (Provided by the City)
 - Read and sign the plan acknowledging you understand the design.
 - Following installation, the Screw Pile Installation Record sheet (provided by the City) must be completed and submitted.

Building Permit Application

Property Information

Civic Address		PID
Legal Description		
Property Area (m ²)	Zoning Designation	

Project Information

☐	Single Family Dwelling/Duplex	☐	New construction (Commercial/Industrial)	☐	Weeping Tile
☐	Tri-plex or Greater/Apartment	☐	Tenant Improvements (Commercial/Industrial)	☐	Demolition
☐	SFD Renovation/Addition	☐	Detached Garage	☐	Wood Stove
☐	Secondary Suite	☐	Shed	☐	
☐	Manufactured Home	☐	Deck	☐	
Estimated Value			Area of Project (m ²)		
Occupancy Classification			Does this Building Fall Under Part 3 or Part 9 of BC Building Code?		
Occupancy Classifications: Group A: Assembly Group B: Care, Treatment, and Detention Group C: Residential Group D: Office & Personal Services Group E: Mercantile Group F: F-1 High Hazard Industrial F-2 Medium Hazard Industrial F-3 Low Hazard Industrial			Part 3 Buildings Consist of: • Group A • Group B • Group F-1 • Buildings exceeding 600m² in building area		Part 9 Building Consist of: • Group C • Group D • Group E • Group F-2 • Group F-3 • Buildings under 600m² in building area

Property Owner Information

Name	Company
Address	City & Province
Email	Postal Code
Phone	Fax

Contractor Information

Name		Company	
Address		City & Province	
Email		Postal Code	
Phone	Fax	Business Licence Number	

Agent / Tenant Information

Is an agent submitting the application on behalf of the property owner? ☐ Yes ☐ No	
If Yes, the Owner Authorization form needs to be completed and submitted.	
Will there be commercial tenants? ☐ Yes ☐ No	Tenant Company Name
Contact Person	Business Licence Number
Address	City & Province
Email	Postal Code
Phone	Fax

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca



Owner Authorization Form

FILE NUMBER: _____ - _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),
(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf

Agent Name		Agent Company	
Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Email address:			

I/We agree to immediately notify the City of Dawson Creek, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____ Date: _____

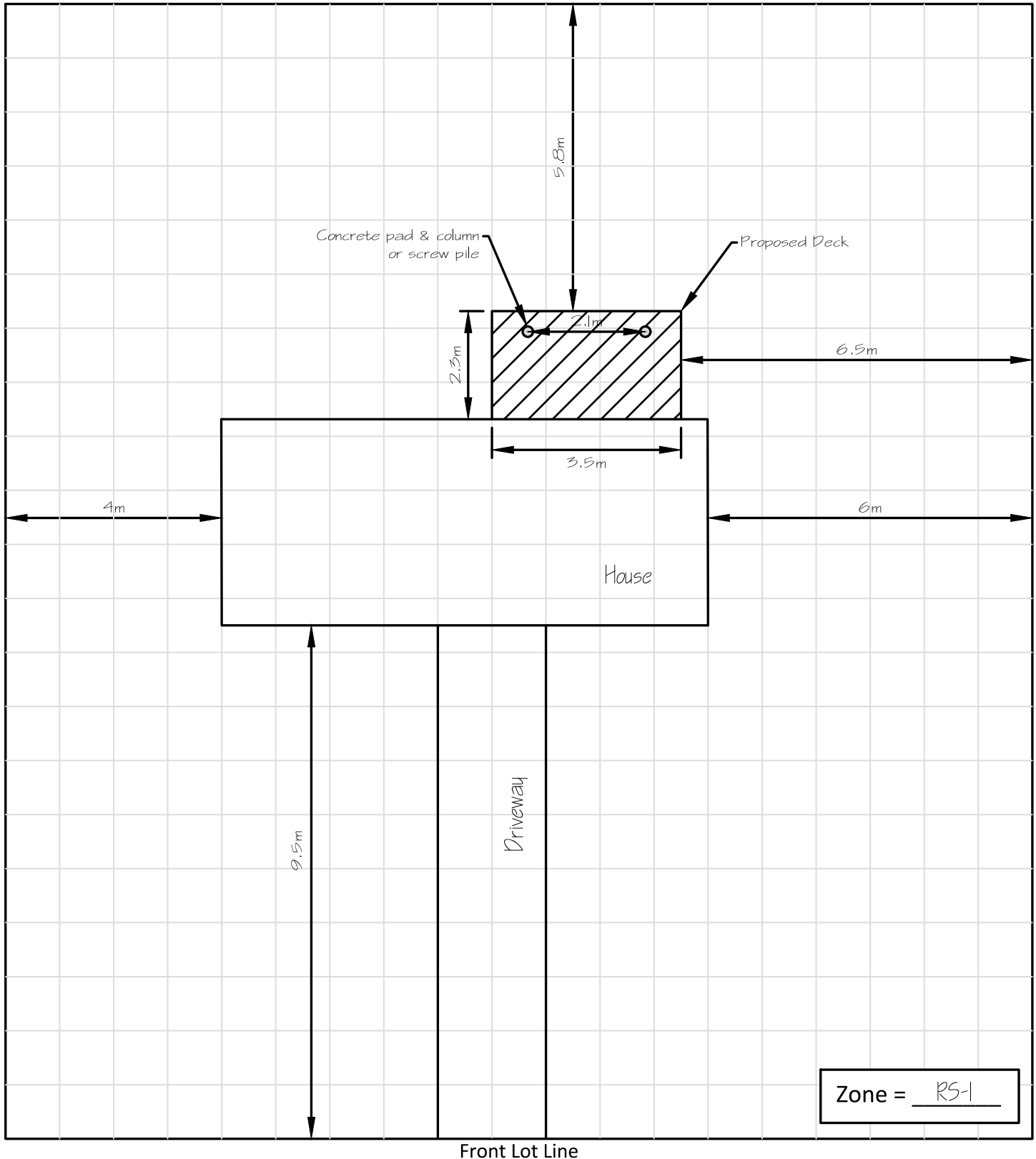
Front Lot Line

SITE PLAN EXAMPLE

Address: 2997 Main Street Contact Name/Number: Mike Homes 250-555-1234

Please note existing building locations and distances from lot lines for any additions or decks.
This template does not need to be used if submitted on graph paper or as an architectural drawing set.

Scale: 1 Square = 1m



TYPICAL DECK SECTION

Size of Deck:

Width _____
along house

Length _____
from house

Height _____
from decking to to finished grade

Notes:

1. Nails must be used for framing. Screws are not permitted.
2. Connectors must be compatible with type of lumber used.
3. Handrails provide support and guidance for navigating stairs, guards prevent falls between different levels.
4. If this sheet is not applicable to you deck, a full set of drawings must be provided.

Top Rail _____ x _____

Post _____ x _____

Guard Material _____

Height of guard _____
if required, minimum 1070mm

Decking Material _____

Size _____ x _____

Joist size _____ x _____

Spacing _____ OC

Beam size _____ x _____
(must be a triple ply)

Length of beam _____

How many beams _____

Metal connector plate
or mending plate
(Circle One)

Column size _____ x _____
(above grade)

Metal Connector _____

Column Material (below grade, circle one)
Concrete | Wood | Steel | Masonry

Column size _____ x _____

How many _____

If steel, thickness _____

AND

Footing _____ x _____ x _____

Depth _____
minimum 1.2m/4'

OR

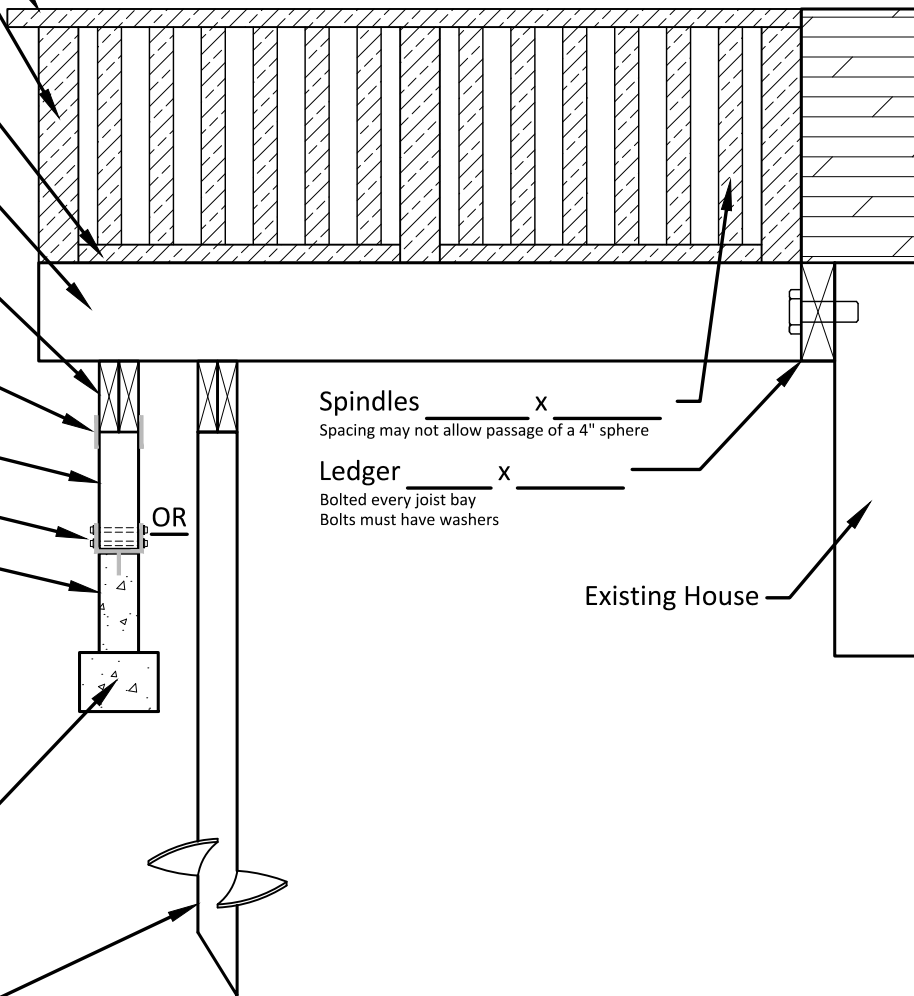
Number of Screw piles _____
Installed as per pile design layout (provided by the City)

Are you creating or enlarging any openings in the exterior wall for a door? _____

If yes, you will need to provide a section drawings showing the new lintel.

Will you be using pressure treated wood? _____

Is a guard required? _____
guards are required when height from decking to finished grade is greater than 600mm



Spindles _____ x _____
Spacing may not allow passage of a 4" sphere

Ledger _____ x _____
Bolted every joist bay
Bolts must have washers

Existing House

COVERED DECK SECTION

Dimensions _____ x _____

Roofing finish _____

Sheathing thickness _____

Sheathing type _____

Roof slope _____

AND

Rafter size _____ Spacing _____ OC

Ceiling Joist Size _____ Spacing _____ OC

OR

Truss Plan Attached? _____

Beam size _____ x _____
(must be a triple ply)

Length of beam _____

How many beams _____

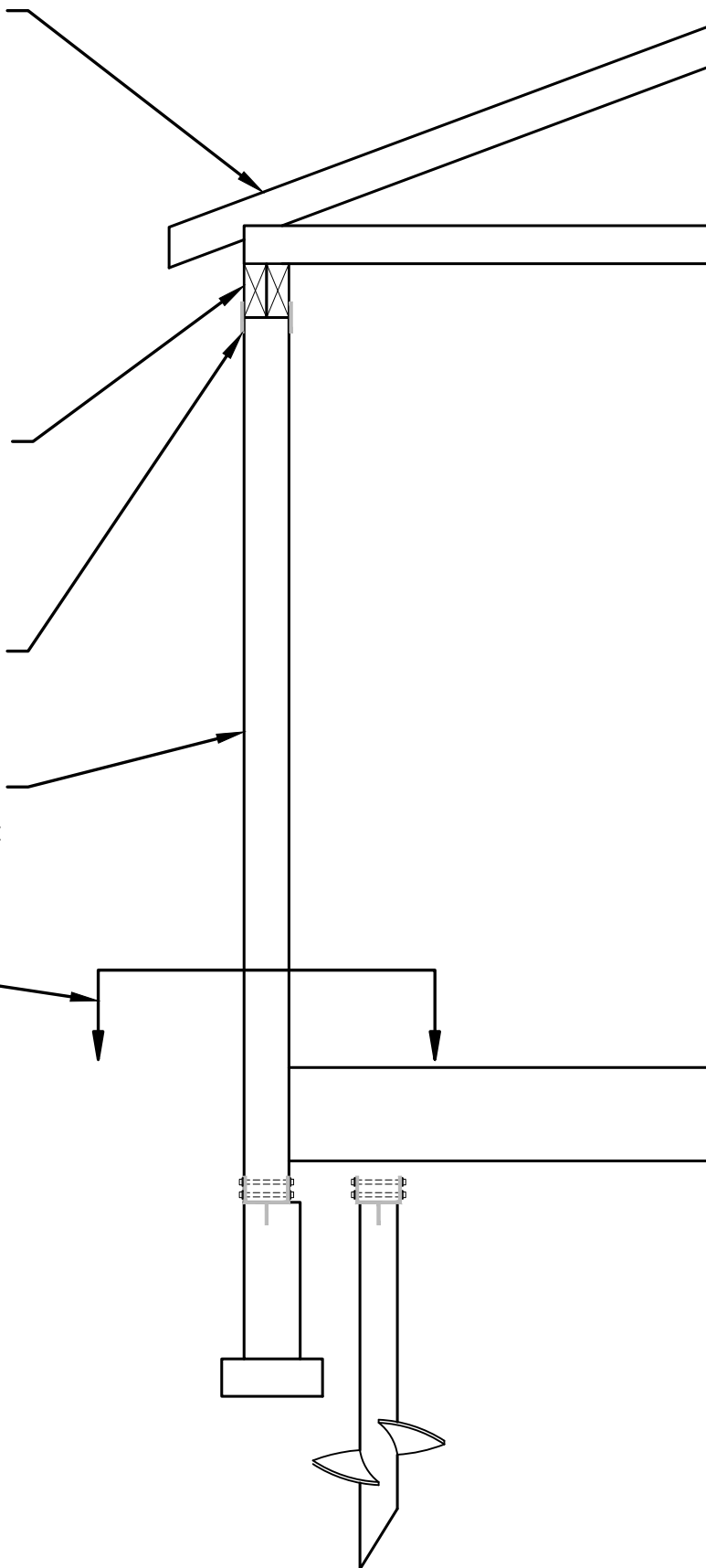
Metal connector plate or mending plate
(Circle One)

Column height _____

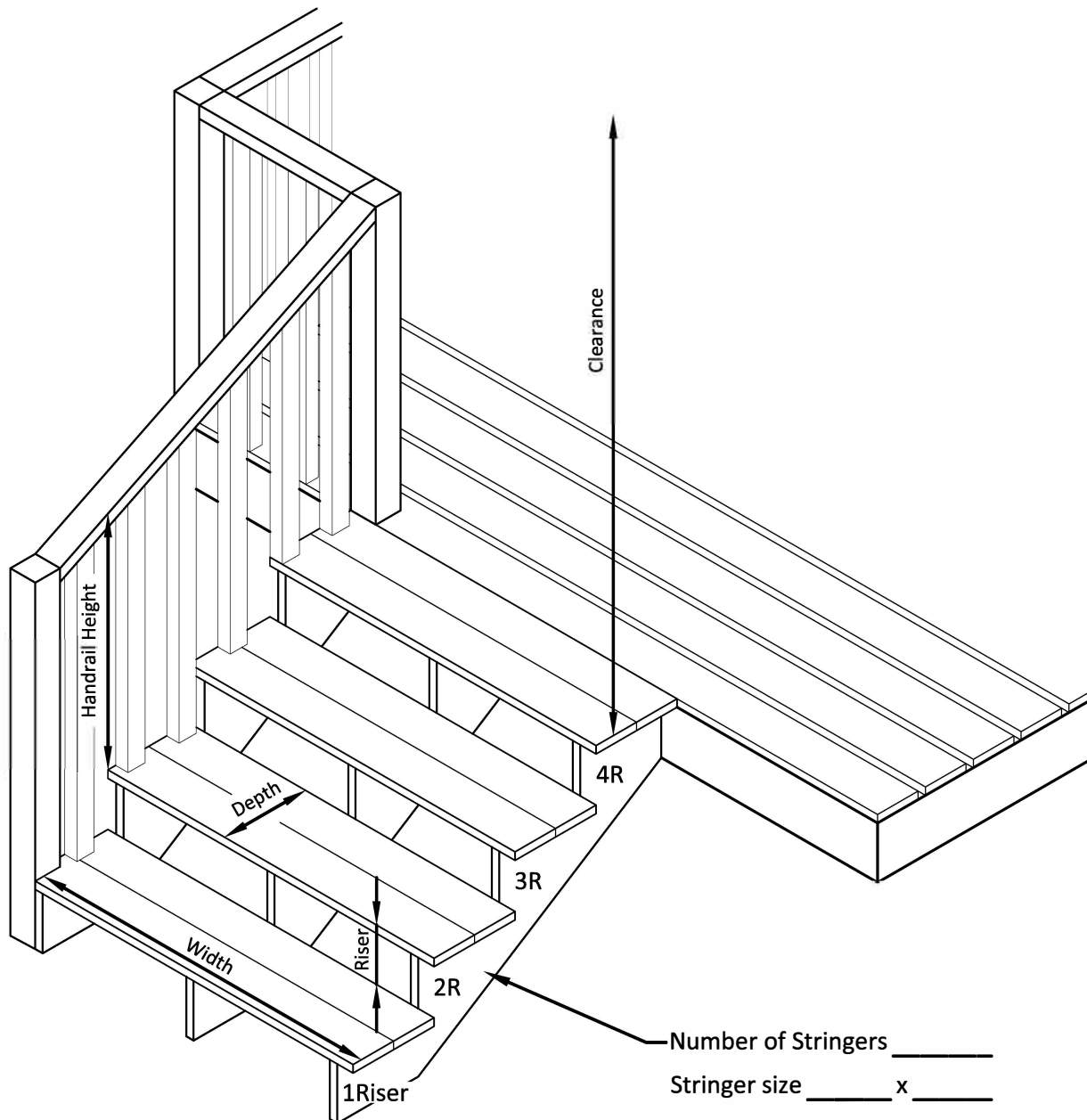
Column size _____ spacing _____ OC
(minimum 184mm round or 140mm x 140mm rectangle)

Number of Columns _____

The remaining structure is shown
on the Typical Deck Section



TYPICAL STAIR DETAIL



Tread Depth _____
255mm to 355mm

Tread Width _____
clear width - minimum 860

Tread Riser _____
125mm to 200mm

Number of Risers _____

Is a handrail required? _____
Handrails are required if more than 3 risers

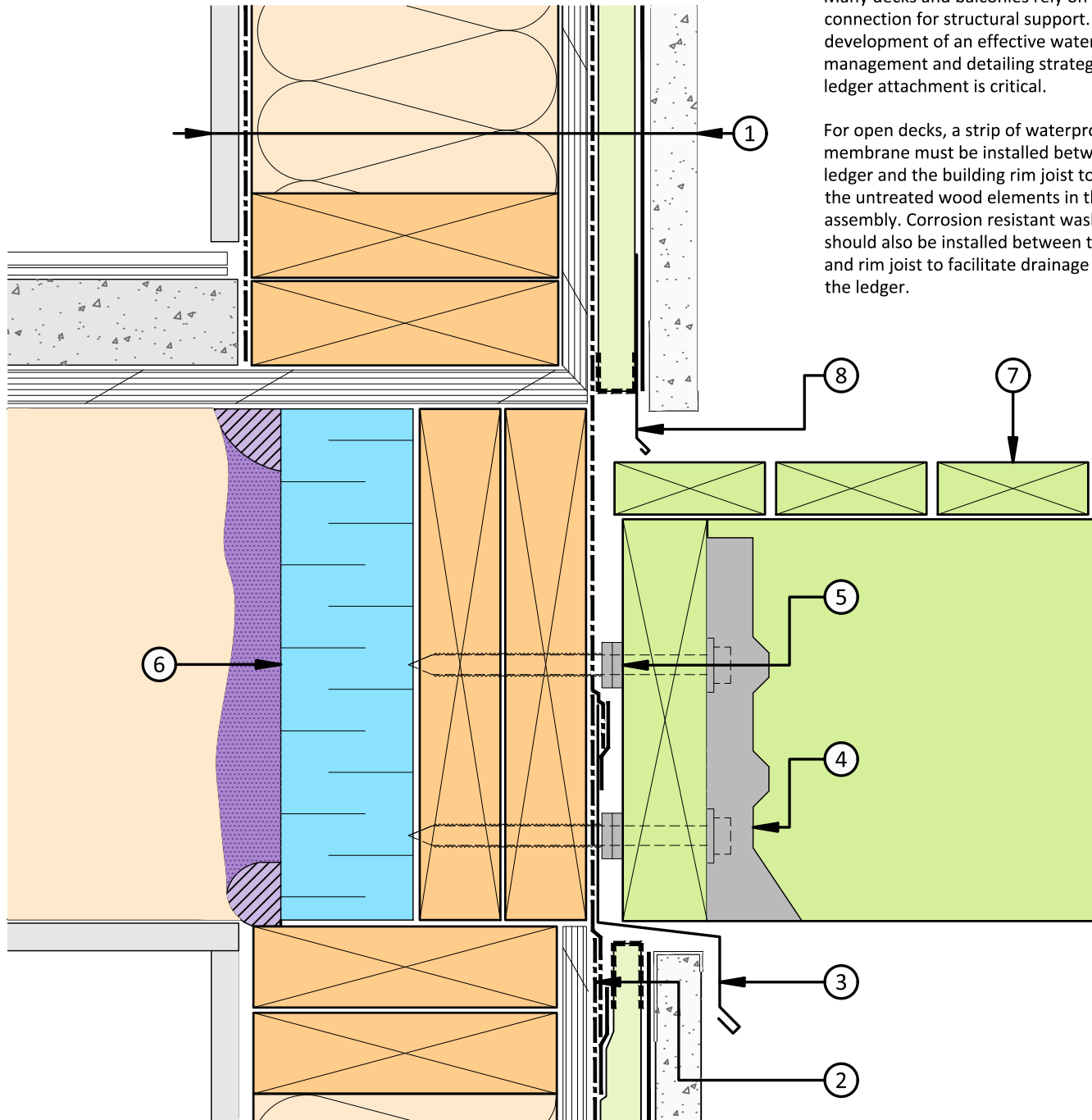
Height of handrail _____
865mm to 1070mm

Clearance above stairs _____
minimum 1950mm

NOTE: For drawing clarity, the handrails and guards are only shown on one side of the stairs and deck. Handrails provide support and guidance for navigating stairs, guards prevent falls between different levels

- If a handrail is required, it only needs to be on one side of the stairs in SFD or Secondary suites.
- Guards are required wherever the decking is greater than 600mm above finished grade.

LEDGER ATTACHMENT DETAIL



Many decks and balconies rely on a ledger connection for structural support. The development of an effective water management and detailing strategy at the ledger attachment is critical.

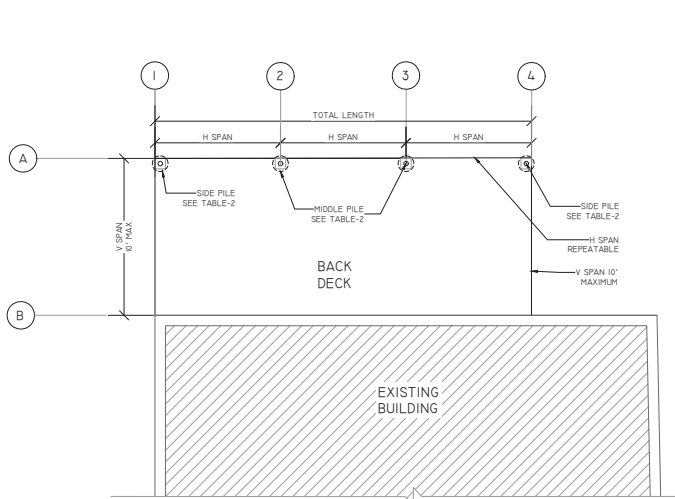
For open decks, a strip of waterproof membrane must be installed between the ledger and the building rim joist to protect the untreated wood elements in the wall assembly. Corrosion resistant washers should also be installed between the ledger and rim joist to facilitate drainage behind the ledger.

- | | | |
|--|--|--|
| 1. Wall Assembly
Cladding (stucco with backer board)
19mm (0.75") wood furring (p.t.)
Vapour permeable sheathing membrane
sheathing
wood framing
Batt insulation
Polyethylene
Gypsum board | 2. Vapour permeable membrane
pre-strip lapped and taped to sheathing membrane below | 6. Extruded polystyrene with spray foam at edges |
| | 3. Cross cavity flashing with sheathing membrane taped to flashing back leg | 7. Wood decking |
| | 4. Joist hanger secured to ledger board | 8. Metal flashing secured to wood furring |
| | 5. Hot dipped galvanized washers | |

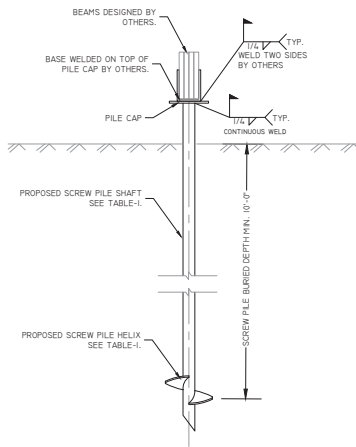
Name: _____

Signature: _____

PRINTED: November 5, 2018 - 3:45 PM
CAD FILE: V:\038 Job Files\1803066\CAOT\Tryon General\1803066 Pile Design 2018.11.05.dwg
(LAST SAVED: jeh@tryon)



NEW DECK FOUNDATION PLAN
SCALE 1/4"=1'-0"



HELIX PILE DETAILS
N.T.S.

NOTE: CONTRACTOR TO CONTACT BC ONE CALL AND LINE LOCATORS PRIOR TO CONSTRUCTION

GENERAL NOTES:

- THIS DRAWING IS FOR USE WITHIN THE CITY OF DAWSON CREEK EXCLUSIVELY. ANY UNAUTHORIZED USE WITHOUT CITY APPROVAL WILL BE AT USER'S OWN RESPONSIBILITY.
- USER IS TO HEREBY AGREE TO INDEMNIFY AND KEEP HARMLESS THE CITY OF DAWSON CREEK AGAINST ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS AND EXPENSES WHICH MAY, IN ANY WAY, OCCUR AGAINST THE SAID CITY IN CONSEQUENCE OF AND INCIDENTAL TO USING THIS SCREW PILE TABLE. USER FURTHER AGREES TO CONFORM TO ALL REQUIREMENTS OF THE BUILDING BYLAW AND ALL OTHER STATUTES AND BYLAWS IN FORCE IN THE CITY OF DAWSON CREEK.
- ALL DIMENSIONS ARE IN IMPERIAL UNLESS OTHERWISE NOTED.
 - NATIONAL BUILDING CODE OF CANADA, B.C. BUILDING CODE.
 - CANADIAN FOUNDATION ENGINEERING MANUAL (CFEM)
 - CANADIAN STANDARDS ASSOCIATION (CSA):
 - G40.20 GENERAL REQUIREMENT FOR ROLLED OR WELDED STRUCTURAL QUALITY STEEL.
 - G40.21 STRUCTURAL QUALITY STEELS
 - W6.1 CERTIFICATION OF COMPANIES FOR FUSION WELDING OF STEEL
 - W6.8 FILLERMETALS AND ALLIED MATERIALS FOR METAL ARC WELDING
 - W59 WELDED STEEL CONSTRUCTION (METAL ARC WELDING)
 - HANDBOOK OF STEEL CONSTRUCTION (CISC)
 - ASTM A252 STANDARD SPECIFICATION FOR WELDED SEAMLESS STEEL PIPE PILES. ASTM D4415 STANDARD TEST METHOD FOR HIGH-STRAIN DYNAMIC TESTING OF DEEP FOUNDATION.
 - THE CITY'S BY-LAWS SHALL GOVERN THE CONSTRUCTION OF THE PROJECT.
- MATERIALS:
 - PIPE MATERIAL ASTM A252 GRADE 3, AND MADE OF NEW MATERIAL
 - WELDING ELECTRODE CSA W68
 - HELICAL PLATES, AND PILE CAPS SHALL CONFORM TO G40.20/G40.21, GRADE 300M
- USE OF THESE DRAWINGS IS FOR THE PURPOSES SPECIALLY NOTED ON THE DRAWINGS. DO NOT CONSTRUCT BY THESE DRAWINGS UNLESS THEY BEAR THE SEAL AND SIGNATURE OF THE PROFESSIONAL ENGINEER FROM TRYON ENGINEERING INC. AND ARE STAMPED "ISSUED FOR CONSTRUCTION", AND IN POSSESSION OF AN ACTIVE BUILDING PERMIT FROM THE CITY OF DAWSON CREEK.
- CONSTRUCTION LOADS ARE NOT TO EXCEED THE SPECIFIED DESIGN LIVE LOADS FOR THE STRUCTURAL ELEMENTS MENTIONED ABOVE. CONTRACTORS MUST CONFORM WITH CITY'S BUILDING INSPECTOR.
- CONTRACTOR SHOULD INSPECT SITE PRIOR TO COMMENCEMENT OF WORK, TO FAMILIARIZE THEMSELVES WITH EXISTING SCOPE OF WORK AND NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES OR INCONGRUENCE BETWEEN THE DRAWING & ACTUAL SITE CONDITIONS.
- IT IS CONTRACTORS' RESPONSIBILITY TO CHECK & VERIFY ALL DIMENSIONS, ERRORS, AND OMISSIONS AND REPORT SAME TO CITY'S ENGINEER. THE INTENT OF THE DRAWINGS AND SPECIFICATIONS ARE GUIDELINES, AND ANY OMISSION IN THE DESCRIPTION OF WORKMANSHIP DO NOT RELIEVE THE CONTRACTOR'S RESPONSIBILITY TO COMPLETE THE PROJECT IN A WORKMANLIKE MANNER.

Name: _____
Signature: _____

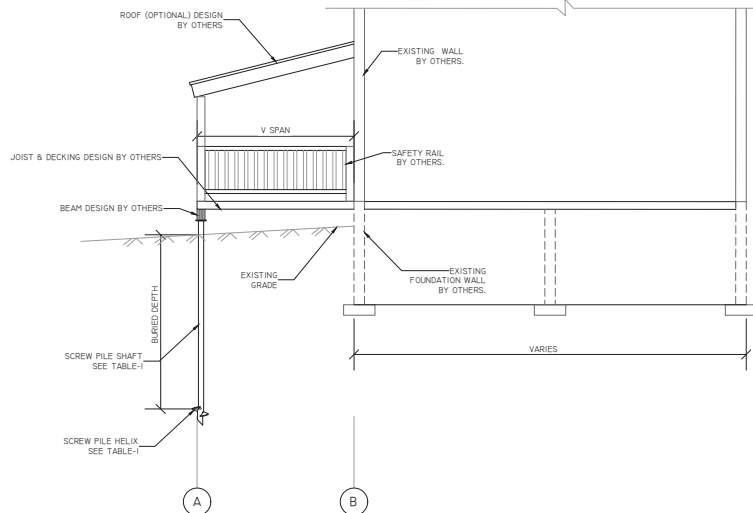
PILE TYPE	MIN. BURIED DEPTH (FT.)	SHAFT O.D. & WALL (IN.)	ANGLE $\angle$	HELIX SIZE (IN.)	HELIX PLATE SIZE	TOP PLATE SIZE	MIN. TORQUE FT-LBS
P1	10 MIN.	3-1/2"/0.254	VERTICAL	1-12"	THICKNESS 3/4" x 3" PITCH	8"x8"x1/2"	2500
P2	10 MIN.	4-1/2"/0.250	VERTICAL	1-16"	THICKNESS 3/4" x 6" PITCH	10"x10"x1/2"	4800

SCREW PILE TABLE-1

V. SPAN (FT)	H. SPAN (FT)	MIDDLE PILE	SIDE PILE
6	≤8	P1	P1
6	10	P1	P1
8	≤8	P1	P1
8	10	P1	P1
10	≤8	P1	P1
10	10	P2	P1

SCREW PILE TABLE-2

NOTE:
H SPAN IS REPEATABLE ABOUT THE PERIMETER OF A STRUCTURE.
WHERE AS V SPAN IS LIMITED TO 10' MAXIMUM.



EXISTING HOUSE & NEW DECK/PILE ELEVATION
SCALE 1/4"=1'-0"

- ALL WORKMANSHIP SHALL BE OF STANDARDS EQUAL IN ALL RESPECTS TO GOOD BUILDING PRACTICE. REQUIREMENTS WHETHER GENERAL OR SPECIFIC SHALL BE INTERPRETED IN CONJUNCTION WITH ALL OTHER INFORMATION APPEARING IN THE DRAWINGS AND SPECIFICATIONS.
- THE STRUCTURAL COMPONENTS ARE NOT TO BE MODIFIED IN ANY MANNER WITHOUT FIRST OBTAINING WRITTEN PERMISSION FROM A PROFESSIONAL ENGINEER WITH EXPERIENCE IN SCREW PILE DESIGN.
- THE OCCUPATIONAL HEALTH AND SAFETY (OHS) REGULATION CONTAINS LEGAL REQUIREMENTS THAT MUST BE MET BY ALL WORKPLACES UNDER THE INSPECTION JURISDICTION OF WORKSAFE BC. THE CONTRACTOR ALONE IS RESPONSIBLE FOR SAFETY WITHIN THE WORK SITE.
- STRUCTURAL DRAWINGS SHALL GOVERN OVER MECHANICAL AND ELECTRICAL DRAWINGS, SUBJECT TO THE FOREGOING, IF ANY SPECIFICATIONS OR DRAWINGS CONFLICT WITH ANY OTHER SPECIFICATIONS OR DRAWINGS, THE MORE STRENGTH SHALL GOVERN.
- CONTRACTOR SHOULD REFER TO ARCHITECTURAL, MECHANICAL AND ELECTRICAL DRAWINGS FOR LOCATION OF OPENINGS, EQUIPMENT BASES, ETC. NOT INDICATED ON STRUCTURAL DRAWINGS.

DESIGN NOTES:

DECK LIVE LOAD:	4.8 KPA
DECK DEAD LOAD:	0.5 KPA
ROOF DEAD LOAD:	0.5 KPA
ROOF COLLATERAL:	0.5 KPA
SNOW LOAD FOR DECK OR ROOF) S _s (G50):	2.5 KPA
RAIN LOAD S _r (G50):	0.20 KPA
WIND LOAD (G50):	0.40 KPA

GEOTECHNICAL RESISTANCE FACTOR:
0.4 FOR COMPRESSION LOAD,
0.3 FOR UPLIFT LOAD.

THE MAXIMUM DEPTH OF FROST PENETRATION EXPECTED IS 2.4M (8') BELOW GROUND SURFACE.

PILE INSTALLATION SPECIFICATION

- PILE SHALL BE INSTALLED AT RATE OF ONE PITCH PER REVOLUTION.
- ANY DEVIATION TO THE INSTALLATION SPECIFICATION MUST BE APPROVED BY CITY'S BUILDING INSPECTOR.
- ALL DIMENSIONS TO BE VERIFIED PRIOR TO COMMENCING INSTALLATION.
- IT IS CONTRACTOR'S RESPONSIBILITY TO CONFIRM THE EXISTENCE OF U/G PIPES OR CABLES PRIOR TO INSTALLING PILES.
- ANY ERROR OR DISCREPANCIES ARE TO BE REPORTED TO THE CITY'S BUILDING INSPECTOR IMMEDIATELY.
- COMPLETE RECORD OF PERFORMANCE OF EACH PILE WHILE BEING PLACED SHALL BE MAINTAINED. ANY ERROR OR DISCREPANCIES ARE TO BE REPORTED TO THE CITY'S BUILDING INSPECTOR IMMEDIATELY.
- UPON COMPLETION OF PILE INSTALLATION FIELD INSTALLATION INSPECTOR SHALL SUBMIT INSTALLATION REPORT, DEPTH VERSUS TORQUE, TO CITY'S ENGINEER.
- ACTUAL GEOTECHNICAL CONDITIONS MAY VARY SIGNIFICANTLY AT PILE LOCATION. IF MINIMUM TORQUE IN TABLE-1 IS NOT ACHIEVED, ADD-ONS WILL BE REQUIRED UNTIL TORQUE IS MET.
- PILES TO BE INSTALLED TO THE FOLLOWING TOLERANCES:
VERTICAL: +/- 2 DEGREES FROM PLUMB
HORIZONTAL: +/- 2 INCH FROM CENTER POINT.



CITY OF DAWSON CREEK



TRYON ENGINEERING INC.

Dawson Creek Office:
10201 - 17 Street,
Dawson Creek, B.C. V1G 4C3
Phone: 250-782-0860
Fax: 250-782-6029

Fort St. John Office
11320 - 10 Avenue,
Fort St. John, B.C. V1J 1Z9
Phone: 250-262-0031

ENGINEER OF RECORD

THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION UNLESS IT IS COUNTERSIGNED BY THE ENGINEER.

REV.	DATE	DESCRIPTION
0	2018/09/25	ISSUED FOR REVIEW
1	2018/11/05	REVISED FOR REVIEW

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PROJECT: 180366

DECK
FOUNDATION DESIGN

DRAWING TITLE:

DECK
PILE PLAN & DETAILS

DESIGNED BY:	D. GAO	2018/09/25
QUALITY CONTROL:	A. HALL	2018/09/25
QUALITY ASSURANCE:	D. GAO	2018/09/25
DRAWN BY:	J. MOY	2018/09/25

DRAWING NO.:

S1

SHEET # 1 OF 1

FOR REVIEW ONLY - NOT FOR CONSTRUCTION

Deck Screw Pile Installation Record

Address: _____ Date: _____

This sheet must be completed and submitted following the installation of the screw piles.

Date installed _____

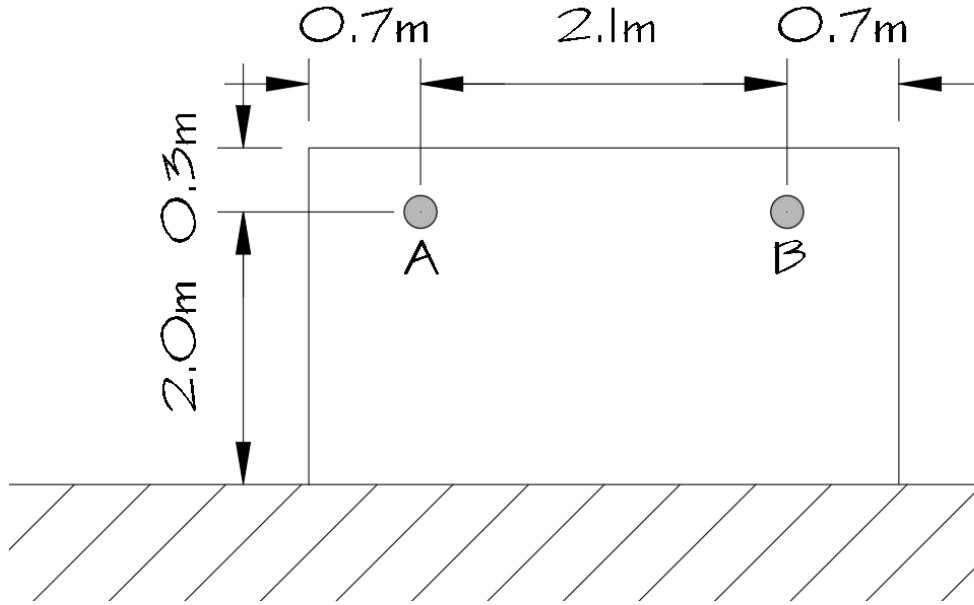
Installed by _____

Number of Screw Piles Installed _____ Vertical Span _____ Horizontal Span _____

Pile ID	A	B	C	D	E
Pile Type					
Shaft O.D & Wall					
Helix Size					
Helix Plate Size					
Top Plate Size					
Buried Depth					
Torque Spec					
Pile ID	F	G	H	I	J
Pile Type					
Shaft O.D & Wall					
Helix Size					
Helix Plate Size					
Top Plate Size					
Buried Depth					
Torque Spec					

Sketch showing location of each pile, labeled with the Pile ID and dimensions between piles.

Example



Screw Pile Sketch