

Checklist: Deck Application Requirements

Single Family Dwelling



Checklist # 20-02

Updated: August 1, 2022

Created: April 20, 2020

This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

Purpose

The purpose of this checklist is to aid applicants in ensuring permit packages are complete at time of application.

Requirements

Documents:

- ☐ Owner's Authorization Form
- ☐ Owner's Acknowledgement Form
- ☐ Current State of Title (within last 30 days) and copies of registered documents (Easements, Covenants, and Right-of-Ways)
- ☐ Engineer's Design and Schedules B, D, and proof of insurance, if applicable

Plans:

- ☐ Two (2) scaled* drawings that include (Preferred scales: Metric 1:50 or Imperial $\frac{1}{4}''=1'-0''$):
 - ☐ Dimensions of deck, placement on lot, total building area, and overall lot area;
 - ☐ Location, with all measurements, of the proposed deck in reference to other structures, property lines, all registered easements, right-of-ways, NO DISTURB zone, NO BUILD zone, existing retaining walls, and proposed retaining walls;
 - ☐ Building elevations, deck foundation/footing plans, cross-section showing all construction assemblies;
 - ☐ Member design specifications (including materials)*, fasteners, and guardrails.
- * All construction shall conform to the current year BC Building Code.

Note: If property is sloped at deck location and/or you wish to place a hot tub on your deck, you will likely need to retain a professional structural engineering for design input.

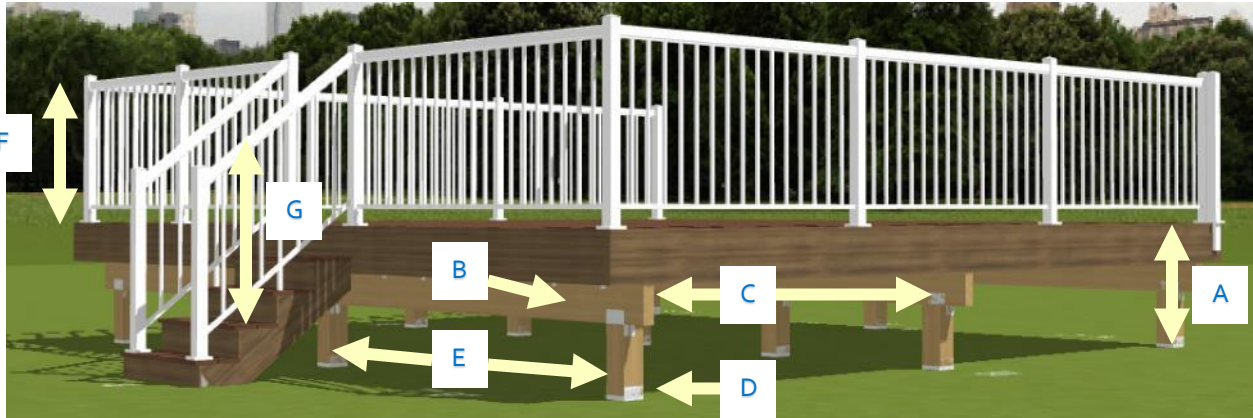
See Deck Bulletin for build guidelines and requirements,
see over for homeowner's work sheet

Building and Permitting

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A - Deck floor above ground height = _____

B – Beam Size(s) = (Height) _____ x (Width) _____ x (Length) _____

C – Beam Spacing (Centre to Centre, *if applicable*) = _____

D – Post Sizes = (Height) _____ x (Width) _____ x (Length) _____

E – Post spacing (Centre to Centre on posts) = _____

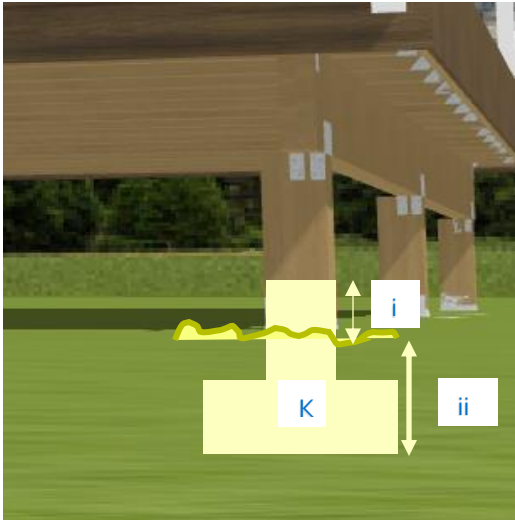
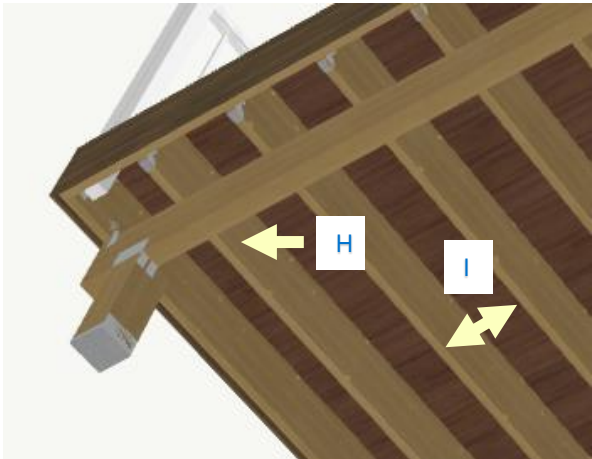
F – Guardrail Height = _____ G – Handrail Height = _____

H – Joist Sizes = (Height) _____ x (Width) _____ x (Length) _____

I – Joist Spacing = _____

J – Footing / Foundation Type (circle one) = **STRIP** / **PIER** / **PAD**

K – Dimensions = (Height) _____ x (Width) _____ x (Length) _____



i - MIN 6" H from grade to timber members
ii - MIN 24" H below grade for frost protection