



*Infrastructure and Development Services Department*  
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## Information for Building a Deck

### **General Information:**

The intention of this guide is to help homeowners and builders acquire clear guidance on the requirements for permits related to building a deck. This information is not intended to serve as an exhaustive list and other information may be required depending on the specifics of your proposed project.

#### **1. When Is a Permit Required?**

A building permit is required when the following parameters are met:

- a) The building area of the deck is greater than 10 square meters (108 sf)
- b) The deck is attached to another structure
- c) The deck is elevated more than 23 ½" from the walking surface to the grade.

#### **2. What Do I Need to Acquire a Permit?**

- a) A **completed application form** which is available on the City of Stratford website under "[Applications, Licences, and Permits.](#)" in person at the Infrastructure and Development Services reception desk, or by email requests to [building@stratford.ca](mailto:building@stratford.ca)
- b) A **site plan** indicating the zoning information, locations and dimensions of the deck in relation to existing buildings and property lines, and an indication of the lot area and amount of property covered by buildings and structures.
  - A site plan identifies building and other features in relation to property boundaries. The site plans should show the existing house, and any other structures as well as any proposed additions or new structures.
- c) **Construction drawings** that include plan views, elevations, and important related details.

**Please note: If roof trusses are to be used, please provide sealed designs issued by a licensed engineer with the application package.**

### 3. What Does it Cost?

Our current 2022 fee for the cost of a deck is **\$185.00**. Payment is required at the time of submitting the application. Please note that the application will not begin to be processed until payment has been received. We accept cash, debit, cheque, and credit card as forms of payment. If you wish to submit electronically, please complete the [Credit Card Form](#) to be submitted with your application.

### 4. Estimated Wait Times for Permits

The legislated timeframe for this form of permit is **10 business days**. This estimate may change depending on the volume of permits, quality of drawings, and applicant compliance with the application process.

## Zoning Information:

The City of Stratford website offers an online, interactive, [GIS map](#) of the city that will assist in identifying the zoning of your property.

The City of Stratford adheres to [Zoning By-Law \(2022\)](#). This is the main by-law that governs permits of this form. Please review the by-law as it includes helpful information pertaining to references for setbacks and coverage requirements. Failing to adhere to the by-law requirements may result in a longer wait time to process your permit application.

## Contact

If you require assistance with any of these forms or more information about the processes, please contact Infrastructure and Development Services' **building department**

### Building Services:

82 Erie Street, Stratford, ON  
Third Floor

Hours of Operation: Monday to Friday 8:30 am – 4:30 pm

Phone: 519-271-0250 x 345

[building@stratford.ca](mailto:building@stratford.ca)

