



This checklist outlines all the essential documents needed to submit a complete application for an uncovered deck permit.

- Download the checklist and check each application requirement as you prepare to submit your application.
- Refer to page 3 for the reference details of important terms, including what is required to complete each item
- Use sample drawings on page 5-7 to review what you need to include on your plans.

An uncovered deck is a type of outdoor platform that is attached to the main level of your home or freestanding in the yard.

- It is built at least 0.6 metres (2') above the ground.
- It is not enclosed by a roof (such as a pergola) or walls.
- It can have stairs and railings.



Required Documents – All items must be included for your application to be accepted

Documents	Included
1. Completed Required Documents Checklist	
2. Completed Application Form (you do not need to fill this if applying online)	
3. Site Plan (must include all details shown in the sample drawings)	
4. Deck Plan (must include all details shown in the sample drawings) OR Uncovered Deck Worksheet	
5. Deck Cross Section (must include all details shown in the sample drawings) OR Uncovered Deck Worksheet	

Additional Documents - If they apply to your project

1. Deck location in relation to rights-of-way	Yes
2. Deck construction details – does your deck include any of the following?	Yes

Does your deck encroach on any **rights-of-way (R.O.W.)** registered on the property's title.? (e.g. Maintenance Access R.O.W. (M.A.R.W.), Utility Right of Way (U.R.W.), Overland drainage right-of-way (O.D.R.W.))

If you answered **Yes**, include:
Current copy of right-of-way encroachment agreement registered on the property's title or MARW agreement allowing a deck to be built in this location.

Screw pile is used as foundation

Foundation is less than 1.2 metres (4') below ground

Deck **cantilevers** more than 600mm (2') over the beam

Retaining wall taller than 1.2 metres (4')

Frameless glass railing

Composite decking without CCMC listing

Are your beams and joists outside of the **span table** limits?

If you answered **Yes**, you may need a Stamped design or review of detail by registered professional engineer (see page 4 for details)

Additional Documents - If they apply to your project

3. Deck placement and height – does your deck meet any of the following? Yes

Deck is in a **floodway** or within 6 metres of a **floodway**

Closer than 1.2 metres (3' 11") to the **side property line**

Closer than 6 metres (19' 8") to the **rear property line**

Located at the front of the house. **If yes,**

- Extends more than 1.5 metres (4' 11") from the house
- More than 1.5 metre (4' 11") above the ground at any point
- Higher than 0.3 metres (12") from the main floor of your home

If you answered **Yes** to any of the deck placement and height questions, your application will also need Planning Approval (Development Permit). Please include the following additional documents: **Public Tree Disclosure Statement**

Once you have collected all documents, you can submit your application either online at apply.calgary.ca or in-person by visiting the **Planning Services Centre**.

Applicant's Declaration

By submitting this application to The City of Calgary (the "City"), I understand and acknowledge that, as part of the City's process in reviewing, valuating, and processing this application, the City will be required to circulate hard or electronic copies of my application materials to members of City Administration, members of the public who may be affected by the application's approval, and to relevant Community Associations' Boards of Directors, including their Planning Committees. The City will also make my application materials available online for public viewing through its website, calgary.ca. I hereby consent to the City's copying of these application materials, solely for the purposes of such circulation, dissemination and online viewing as aforesaid, provided that those parties to whom the copies are circulated or made available online are made aware that their use of the copies is specific and limited to providing input on my application and that any further reproduction and distribution of the plans is strictly prohibited. If you do not want to make your application materials available online for public viewing, you must send an email to planninghelp@calgary.ca within 48 hours of submitting your application and we will consider your request. If your request is accepted our website will reflect that the applicant has chosen not to have their application materials online for public viewing.

Disclaimer

The personal information on this form is being collected under the authority of section 5 of The Safety Codes Permit Bylaw 39M2018 and amendments thereto, as well as section 4 (c) of the **POPA ACT**. This information is being collected for the purpose of permit review and inspection processes and may be communicated to relevant City Business Units, utility providers, and Alberta Health Services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. **The name of the applicant and the nature of the permit will be available to the public**, as authorized by the **ATIA Act** unless exempted under the Act's disclosure provisions. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE, Calgary, Alberta, in relation to this program by contacting the Access Privacy Protection Administrator for Planning and Development by telephone at (403) 268-5311 or by using the live chat services provided on our websites.

Need help or have questions? Contact the **Planning Services Centre** online or call: 403-268-5311. Checklists are updated periodically. Please ensure you have the most recent edition.

References

Building near rights-of-way

- Rights-of-way can include utility rights-of-way (URWs), overland drainage rights-of-way (ODRWs), maintenance access rights-of-way (MARW), access rights-of-way and other types of City of Calgary easements and rights-of-way.
- Review your current Real Property Report (RPR) to determine if there is a right-of-way registered on your property. The Real Property Report should be an accurate reflection of the current state of the site, showing all structures (i.e. houses, decks, sheds, fences, retaining walls, window wells, A/C units, etc.) located on the property. If you require a new or updated Real Property Report, visit **Alberta Land Surveyors' Association** for more information.
- Permanent structures are not permitted to be built in URWs. This includes, but is not limited to, any portion of a building, such as footings, walls or eaves.
- ODRWs must be kept clear of structures, planting, landscaping, debris, and any other obstructions. Read more in the **lot grading brochure**.
- MARWs are specific to your property, and can be found by accessing your property's information from **Alberta Land Titles**. The maintenance easement area must remain clear of buildings, structures and objects that would prevent or restrict maintenance access.
- Check whether any portion of your deck encroaches into the R.O.W. If so, you will need to provide a copy of the right-of-way agreement registered on the Certificate of Title along with your application.
- In certain situations, The City may permit a proposed encroachment if it is minor and non-permanent. For more information read more about the **Proposed Encroachment Process (calgary.ca)** and complete the Encroachment Eligibility **questionnaire**.



Easement, Right-Of-Way (R.O.W.), Maintenance Access Right-Of-Way (M.A.R.W), Utility Right-Of-Way (U.R.W)

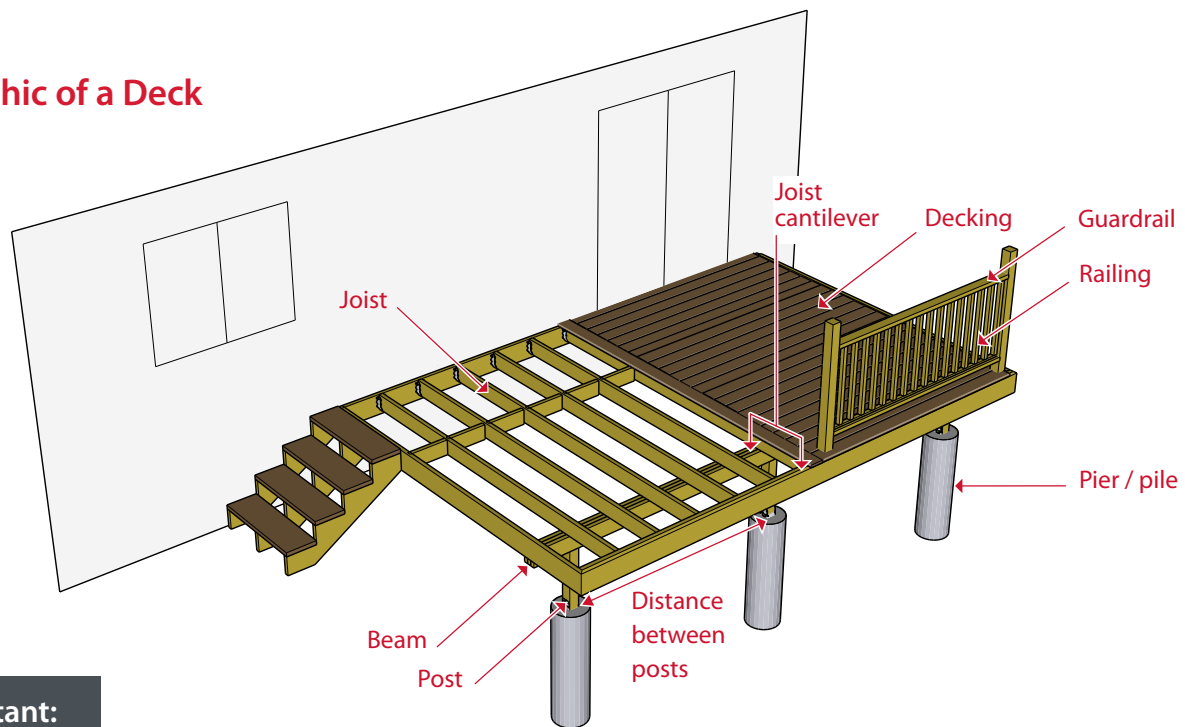


Floodway - rules



The beams and joists in your deck must not exceed the spans shown in the **Residential Prescriptive Exterior Wood Deck Span Guide**. This helpful guide from the Canadian Wood Council helps you choose the right size beams and joists. If you go beyond these spans, your deck may feel bouncy or may not be strong enough to hold weight safely, which could lead to failure.

3D Graphic of a Deck



Important:

A stamped design or review by a Professional Engineer registered to practice in Alberta is required if:

- **Screw pile is used as foundation**

- You need to include a screw pile design for your deck, prepared and stamped by a registered professional engineer, with your application. The design must include:
 1. Screw pile locations matching the size and position of the deck
 2. Point load calculations for each screw pile
 3. The screw pile type with valid **Canadian Construction Material Centre (CCMC)** number or confirmation that the engineer is designing the screw pile.(Reference: National Building Code - Alberta Edition Division C, 2.4.1)

- **Foundation is less than 1.2m (4' 0") below ground**

- To prevent frost heave from damaging your deck, foundations must extend at least 1.2 m (4') below ground. If your deck is less than 1.2m (4') deep, a design review prepared and stamped by a registered professional engineer is required.
(Reference: National Building Code - Alberta Edition, Division C, 2.4.1)

- **If the deck design involves a retaining wall that supports greater than 1.2m (4' 0") of soil**

- A retaining wall is a wall that holds back earth or water on one side of it and is typically used on sloped sites. If your deck includes a retaining wall that is more than 1.2 m (4'), it does not meet standard code requirements. You must include a retaining wall drawing that is prepared and stamped by a registered professional engineer. Before your inspection, the engineer also needs to complete and stamp a field review.
(Reference: National Building Code - Alberta Edition, Division C, 2.4.1)

- **If the deck cantilevers over the beam more than 600mm (2')**

- A cantilever is a structural element that extends beyond its support. If your deck cantilevers over 600 mm (2') beyond the beam, you must include a design sealed by a registered professional engineer with your application.
(Reference: National Building Code - Alberta Edition, Division B, 9.23.4.2)

- **If using frameless glass for your deck railings:** Engineering required as per Division C, 2.4.1.

- **Composite decking is not specifically listed in the National Building Code - 2023 Alberta Edition.**

- To show that it meets code requirements, you must provide a valid Canadian Construction Material Centre (CCMC) or National Research Council evaluation report from this website – **CCMC registry of product assessments**. If no CCMC number is available for the product, a design review stamped by a registered professional engineer is required.

Sample Site Plan

Show dimensions of deck, distance to property lines and to other buildings on the property.

*Tip: You can modify a **Real Property Report (RPR)** to use as your site plan.

Your site plan should include the following:

- 1 Property Address
- 2 North Arrow
- 3 Label streets and back alley /lane
- 4 Label front yard, back yard
- 5 Label **easements, Right of Way (R.O.W.)**

Property line dimensions:

- 6 Front property line , rear property line, left property line, right property line

Existing structure(s) and deck dimensions:

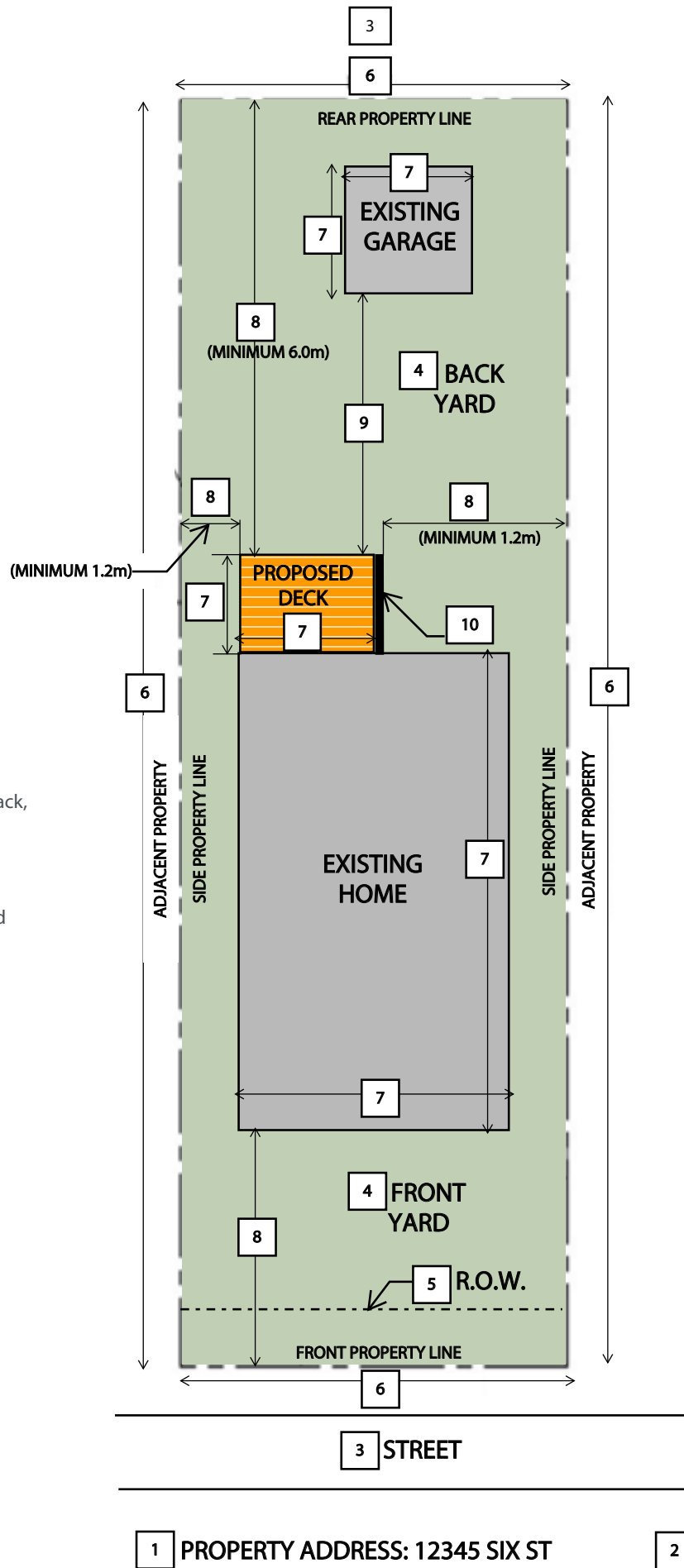
- 7 Width and Length

Deck setback to property lines:

- 8 Left side setback, right side setback front setback, rear setback

Deck setback to existing structure(s):

- 9 Distance between deck and existing home and other structures (e.g. garage)
- 10 **Retaining wall** (if present)



Sample Deck Plan

A plan view is a “top-down” 2D representation of what your deck looks like from above. It should show what type of decking you will be using, the size and space of your joists and the size of your deck beam, posts and foundation.

*Tip: You can use the **uncovered deck worksheet** to replace this drawing

*Make sure your drawing matches your deck design. For complex decks with irregular shapes or multiple levels, the drawing must reflect your specific design.

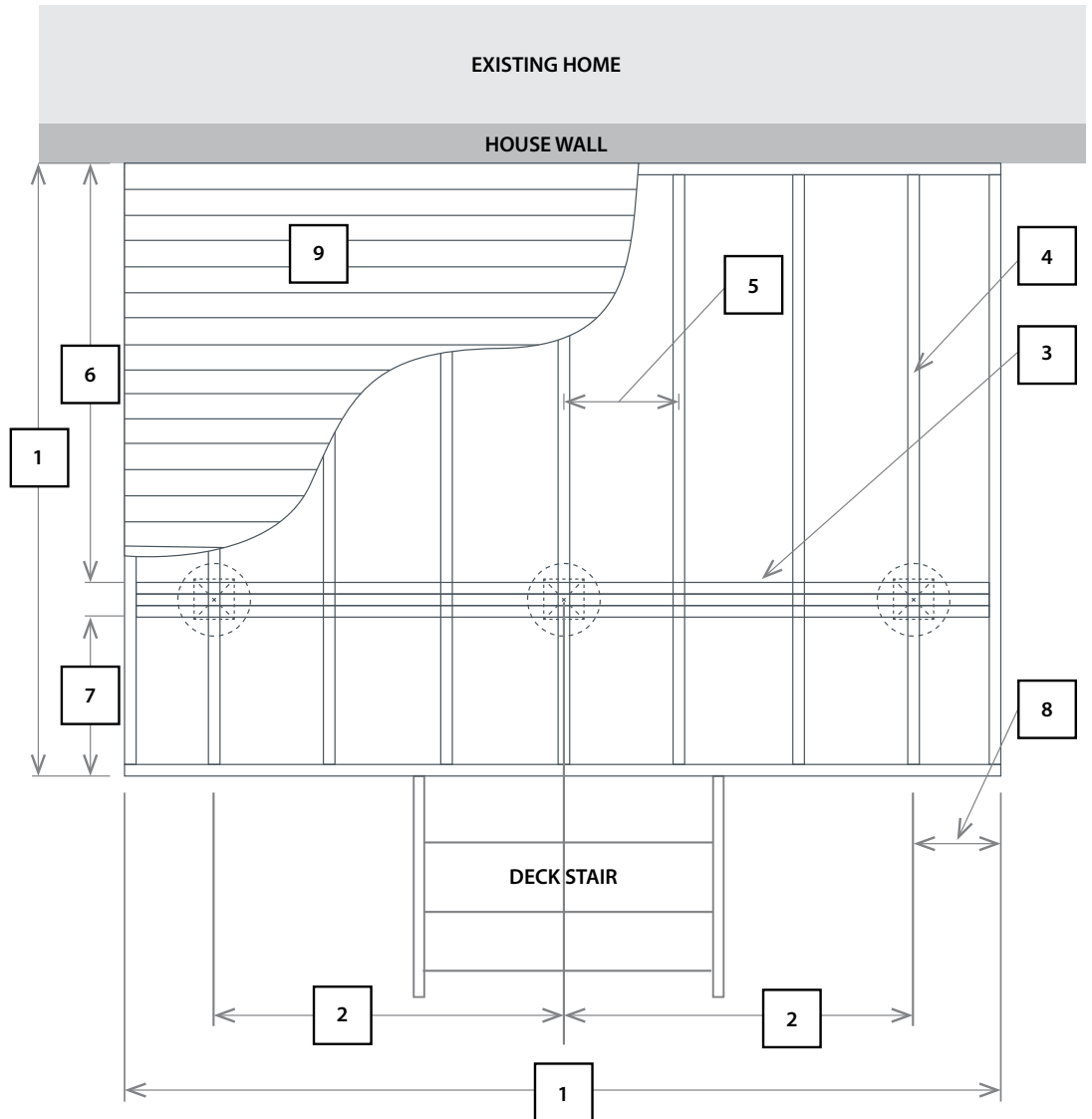
Deck Plan must include the following:

Dimension:

- 1 Length and width of deck
- 2 Distance between posts
- 3 Beam size
- 4 Joist size
- 5 Joist spacing
- 6 Length of joist span
- 7 Joist **cantilever** length
- 8 **Cantilever** length

Label:

- 9 **Size and type of decking**
(provide a **CCMC number** for composite decking)



Sample Deck Cross Section

A cross-section is a 2D representation of what the deck looks like as if it was “cut in half”. It shows how the different components of the deck fit together, dimensions, spans, and heights of material

*Tip: You can use the **uncovered deck worksheet** to replace this drawing

Deck Cross Section must include the following:

Dimension:

- 1 **Foundation (pier or pile) depth**
- 2 Foundation (pier or pile) diameter
- 3 Post size
- 4 Beam size
- 5 Joist **cantilever** length
- 6 Height of deck surface above ground (from lowest point)
- 7 Railing height from deck surface
- 8 Open space between railings
- 9 Main floor to deck floor distance

Label:

- 10 **Size and type of decking**
(provide a CCMC number for composite decking)
- 11 Guardrail material
(e.g. wood, metal, vinyl, glass etc.)

