



How do I apply for a permit?

Apply in person, email or at Leduc.ca/permits.

Fees: All permits are subject to fees, unless otherwise stated. Contact us for the current fee schedule or check online at Leduc.ca/permits

Inspections

Included in the permit approval package is a schedule of when you are required to have the deck inspected. Contact the City of Leduc 48 hours in advance to have a building inspection (780-980-7137). If the Safety Codes Officer identifies any problems, it is your responsibility to have them corrected. This may require re-inspections to ensure compliance.

Before calling for an inspection, make sure that the work is ready to be inspected. An additional fee may be assessed when an inspection is requested and the Safety Codes Officer finds the work is incomplete and not ready for inspection, or the work does not meet the required standards, or the Safety Codes Officer is unable to gain access for the inspection.

Remember to contact **Click Before You Dig** at utilitiesafety.ca or 1-800-242-3447 to locate all utilities and power lines **before** you begin construction.

All building information is based on the requirements of the National Building Code (Alberta Edition)

Contact Us

If you require assistance in the permit application process or have further questions, please contact Planning and Economic Development at 780-980-7124, planning@leduc.ca, or visit us at #1 Alexandra Park.



WWW.LEDUC.CA/PERMITS

BUILDING A DECK



CITY OF
Leduc
WWW.LEDUC.CA



Building Requirements

Attached decks (any size) or unattached decks over 55.0 sq. m

- Require engineered screw piles (CWB certified with torque and depth reading from installer) or;
- Concrete pier / pile (min 8" x 5' with 2 - 15 mm rebar) or;
- Full foundation (footings and foundation wall) or;
- Foundation approved and stamped by a professional engineer.

Note: Decks that are attached to a home are required to be supported by a foundation that provides adequate support for the structure and resistance to differential movement caused by the effects of frost.

Detached decks up to 55.0 sq. m

- Detached decks that are 55.0 sq. m or less are not required to be supported on the type of foundation required for attached decks.
- A detached deck must be supported by a means that provides adequate vertical support and adequate lateral support for the deck, and meets the acceptance of the Safety Codes Officer.
- The designer of a detached deck should incorporate a means of adjusting the deck in the event of settlement or frost heaving.
- Wood that has contact with soil or concrete shall be treated with wood preservative.

Note: As there are a number of ways of supporting detached decks, the applicant is required to submit plans that include clear details of the proposed means of providing vertical and lateral support.

Do I require a permit?



Decks *less than 0.6 m* do not require permits



Decks *0.6 m or higher* require both a development and building permit

A **development permit** is a document permitting a specific type of development on a specific parcel of land in the City of Leduc to proceed. It assures conformance with the zoning and development regulations under the Land Use Bylaw and its affect on adjacent property.

A **building permit** addresses how the building is constructed with respect to life safety, structural integrity, property protection, use and occupancy and the integration of architectural, engineering, mechanical, and electrical design concepts.

Locating the deck on the property

Decks 0.6 m or more in height above grade shall be:

- A minimum of 5.0 m from the rear property boundary.
- A minimum of 1.0 m from the side property boundary.

Decks less than 0.6 m in height above grade may be:

- Constructed up to the side and rear property boundaries. An open, uncovered hard surfaced, brick, concrete or wood patio.
- Not projecting onto any required front yard more than 2.5 m.
- Maintain the 3.2 m front access to a detached garage located within the rear of the property.





Requirements to apply for a **DECK** Permit

Check List:

- Landowner Authorization form
(Contractor use only)

- Development Permit application
(approval of the structure location)

- Site/Plot Plan or Real Property Report
 - Indicate the location and size of the structure including all setback measurements to property lines and existing structures

- Building Permit application
(approval of the structure construction)

- Deck Worksheet – construction details

- Payment for permit fees



LANDOWNER AUTHORIZATION

Date: _____

Civic Address: _____

Project: _____

This letter is to advise that I/we, _____ am/are the registered owners of the above referenced property and hereby authorize _____ to act as an agent for the address noted above in all matters relating to this project including applying for development and building permits within the City of Leduc.

Signature of registered owner(s): _____

Name(s): _____

Address: _____ City/Prov: _____ Post. Code: _____

Email: _____ Phone: _____



DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Project Location's Municipal Address: _____

Project Legal Description:

Plan _____

Block _____

Lot _____

- or -

Sec _____ Twp _____ Rge _____ Meridian _____

Land Use District _____

OFFICE USE ONLY

Application Received Date: _____

Application Number: _____

Application Fee: _____

EXISTING USE OF LAND/BUILDING:

DESCRIPTION OF WORK: New Construction Addition Other (specify) _____

PROPOSED DEVELOPMENT OR USE:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Single Detached | <input type="checkbox"/> Show Home | <input type="checkbox"/> Shed | <input type="checkbox"/> Secondary Suite within a Single Detached Dwelling |
| <input type="checkbox"/> Duplex (side by side) | <input type="checkbox"/> Garage Suite Dwelling | <input type="checkbox"/> Uncovered Deck
Height (m) _____
Area (m ²) _____ | <input type="checkbox"/> Mixed Residential Project |
| <input type="checkbox"/> Duplex (up/down) | <input type="checkbox"/> Garden Suite Dwelling | <input type="checkbox"/> Covered Deck
Height (m) _____
Area (m ²) _____ | <input type="checkbox"/> Townhouse (3-6 units):
of Dwelling Units _____ |
| <input type="checkbox"/> Fourplex | <input type="checkbox"/> Hot Tub | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Apartment:
of Suites _____ |
| <input type="checkbox"/> Triplex | <input type="checkbox"/> Gazebo | | |
| <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Home Occupation | | |
| | <input type="checkbox"/> Home Occupation (limited) | | |
| | <input type="checkbox"/> Detached Garage | | |
| <input type="checkbox"/> Other (specify) _____ | | | |

REGISTERED PROPERTY OWNER

Property Owner's Name: _____

Address: _____ Postal Code: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

APPLICANT INFORMATION (if not the same as registered land owner)

I have been designated as the representative of the property owner
(written consent required to be attached to this application)

Applicant Name: _____ Company Name: _____

Address: _____ Postal Code: _____

Phone: _____ Mobile: _____ Fax: _____

Email: _____

City of Leduc Bus. Lic. # (if applicable) _____

continued on other side...



DEVELOPMENT PERMIT APPLICATION RESIDENTIAL / HOME OCCUPATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4

Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Where applicable:

The applicant acknowledges and accepts that in accordance with policy and regulatory requirements, the City of Leduc may refer this application to external stakeholders for review. The applicant also acknowledges that any approval may be subject to appeal to either the Subdivision and Development Appeal Board or the Land and Property Rights Tribunal.

As, or on behalf of, the applicant, I hereby waive any claim of compensation pursuant to such referral or appeal.

Further, pursuant to Section 542(1) of the Municipal Government Act, I hereby consent to any authorized person entering the land and/or building referenced in this application.

Applicant's Signature: _____

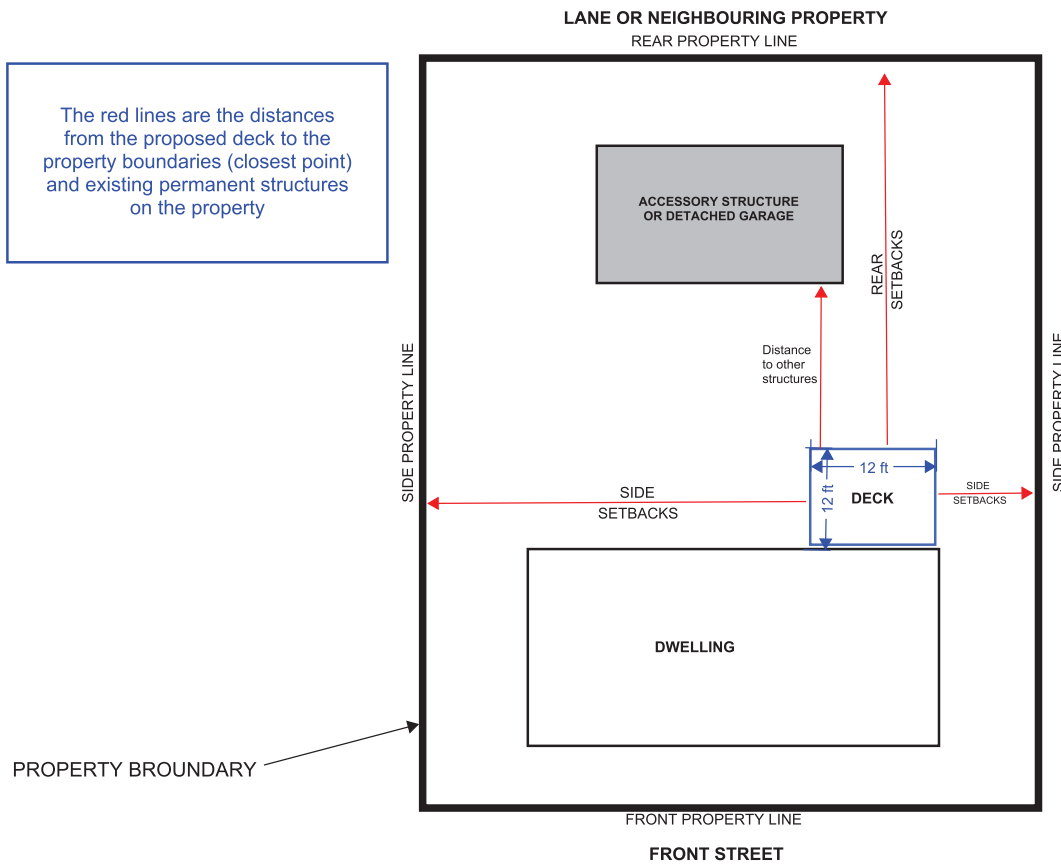
Date: _____

FOIP Statement: The personal information requested on this form is being collected under the *Safety Codes Act* and the *Municipal Government Act* for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The information is being collected in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. NOTE: The name of the permit holder and the nature of the permit is available to the public upon request. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177 at #1 Alexandra Park, Leduc, AB, T9E 4C4.

SITE/PLOT PLAN SAMPLE ONLY

Please use this sample to assist you with knowing what to include on the plan.
For best results, use an existing Real Property Report or Site/Plot Plan as a base drawing and add the information similar to below.

Note: If you are not using an existing Real Property Report or Site/Plot Plan, be sure the plan meets the Minimum Requirements <https://www.leduc.ca/minimum-requirements-plan-submittal-residential-development-permit-applications>





BUILDING PERMIT APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Project Municipal Address: _____

Project Legal Description: _____

Plan _____

Block _____

Lot _____

OFFICE USE ONLY

Application Received Date: _____

Application Number: _____

RESIDENTIAL

USE OF OCCUPANCY:

Single Detached Dwelling Duplex Dwelling Townhouse (3 to 6 Units) Other (Specify) _____

TYPE OF WORK:

New Home Construction / New Home Warranty Registration #: _____

New Construction Only - Area (m²)

1st Floor	2nd Storey	Attached Garage	Detached Garage	Basement Development

- Deck Shed Swimming Pool
- Covered Deck Detached Garage Addition
- Secondary Suite Alteration Basement Development
- Wood Stove / Fireplace Hot Tub Demolition
- Manufactured Home | Alberta Label # _____
- Other / Specify: _____

Total Area (m²): _____ Market Value of Project (\$): _____

Description of Work: _____

COMMERCIAL / INDUSTRIAL / MULTI-RESIDENTIAL

USE OF OCCUPANCY:

Commercial Industrial Institutional / Government Multi-Residential / No. of Residential Units: _____

TYPE OF WORK:

New Construction Foundation Demolition Addition Alteration

New Construction Only

No. of Floors	Area of Largest Floor (m ²)	Total Area (m ²)

Addition Only

Total Area (m ²)

Alteration Only

Total Area (m ²)

Market Value of Project (\$): _____

Description of Work: _____



BUILDING PERMIT APPLICATION

Infrastructure & Planning, 1 Alexandra Park, Leduc, AB T9E 4C4
Telephone: 780-980-7124 | Fax: 780-980-7127 | Email: planning@leduc.ca

Property Owner's Name: _____
Address: _____ Postal Code: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____

APPLICANT

Applicant is Homeowner:

Fill out if different from Property Owner:

Name: _____
Address: _____ Postal Code: _____
Phone: _____ Mobile: _____ Fax: _____
Email: _____

Interest of Applicant: _____

I hereby accept responsibility to have the installation completed in accordance with the requirements of the *Safety Codes Act, Code, and Regulations*. I accept responsibility to ensure that the installation is inspected by a Safety Codes Officer prior to concealing any work, and upon completion of the installation. Neither the granting of a permit, nor inspections by a Safety Codes Officer shall in anyway relieve the Contractor from full responsibility for carrying out the work in accordance with the *Safety Codes Act, Codes, and Regulations* pursuant to the Act.

Signature: _____ Date: _____

Contractor's Company Name: _____
City of Leduc Business Licence #: _____
Address: _____
Postal Code: _____ Phone: _____ Fax: _____
Email: _____

WHEN APPLYING FOR A COMMERCIAL, INDUSTRIAL OR INSTITUTIONAL/GOVERNMENT USE, PLEASE COMPLETE FORM B "BUSINESS INFORMATION FORM" (attached)

FOIP Statement: The personal information requested on this form is being collected under the *Safety Codes Act* and the *Municipal Government Act* for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The information is being collected in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. NOTE: The name of the permit holder and the nature of the permit is available to the public upon request. Questions regarding the collection of this personal information may be directed to the City Clerk at (780) 980-7177 at #1 Alexandra Park, Leduc, AB, T9E 4C4.

DECK WORKSHEET

Civic Address _____ Legal _____

Applicant's Name (print) _____ Signature _____

Deck Construction Details

Deck Floor above Ground Height (A) _____

Guardrail Height (B) _____

Joist Span (C) _____ Joist Size (D) _____ Spacing (E) _____

Post/Pile Spacing (F) _____ Beam Size (G) _____

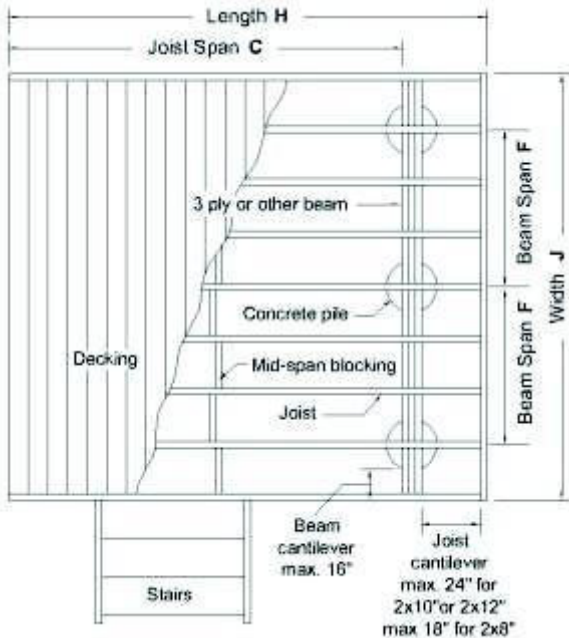
Deck Length (H) _____ Deck Width (J) _____

Decking Material _____

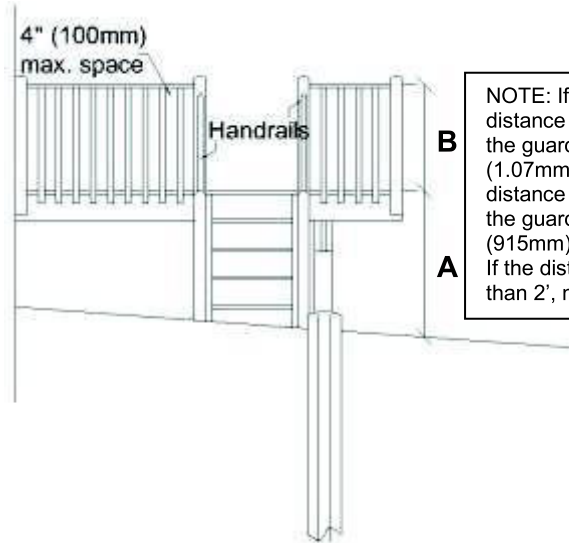
Foundation Type: Engineered Screw piles Concrete Pier (min 8" x 5', 2-15 m rebar) Other: _____

Additional Information: _____

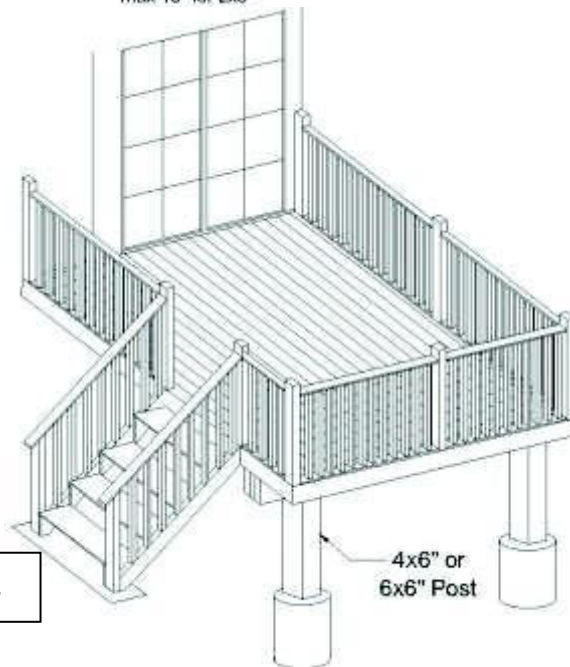
Framing Details



Guardrail Design



NOTE: If the floor to ground distance is more than 6', (A) the guard height (B) is 42" (1.07m) minimum. If the distance (A) is less than 6', the guard height (B) is 36" (915mm) minimum. If the distance (A) is less than 2', no guard is required.



STAIRS: Maximum rise = 8"
Min. step/tread = 10"

Maximum Joist Spans

Joist Size (D)	Span (C) (E) 16" o/c	Span (C) (E) 24" o/c
2x8"	11'- 0"	10'- 6"
2x10"	13'- 0"	12'- 4"
2x12"	14'-10"	14'- 1"

Lumber Grade: SPF No. 1 & 2

Maximum Beam Spans

Beam Size (G)	Post/Pile Spacing (F)
3-2x8"	10'- 1"
3-2x10"	12'- 10"
3-2x12"	15'- 0"



CREDIT CARD AUTHORIZATION FORM

I, _____ of _____
(Print name) (Company name)

ADDRESS: _____

CITY/PROV: _____ POSTAL CODE: _____

PHONE #: _____ FAX #: _____

I hereby authorize the City of Leduc to use the following credit card number to the cover cost of:
(Please choose one per form)

City Permits

Pet Licence

Utility Deposit

Business Licence

Other: _____

CREDIT CARD NUMBER: _____ EXPIRY DATE: _____

Card issued to: _____ *CVD/CVV # _____

SIGNATURE

DATE

***CVD/CVV is the three digits on the back of your Visa or Mastercard, or the 4 digits on the front of your American Express**

Planning #: _____ _____ _____
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The personal information on this form is collected to provide payment to the City of Leduc. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information can be directed to the City Clerk at 780-980-7132, #1 Alexandra Park, Leduc, Alberta, T9E 4C4.