Accessory Building Permit Guide

This guide is intended as reference document to assist you in submitting an Accessory Building Permit Application. This guide also explains the process once a permit application is submitted. Please note that failure to submit a complete permit application may result in delays in issuing the permit. It is an offence to construct an accessory building prior to obtaining an Accessory Building Permit. If you have questions about the Accessory Building Permit Application process, please contact the building department at 519-348-8429 ext. 230.

Accessory Buildings and Structures

Accessory structures such as sheds, detached garages, etc. are regulated by the Zoning By-law and require some thought and planning before you build or locate one on your property.

Accessory buildings and structures shall not be located in a front yard, or exterior side yard. It shall be no closer to the street line than the yards required for the main building and shall comply with the interior side yard and rear yard provisions on the zone, except in the following cases:

- In a Residential Zone, accessory buildings or structures shall be no closer than 1.5 metres to an interior side lot line or rear lot line.
- In an Agricultural Zone on a lot area less than 1 hectare, accessory buildings or structures (not including livestock facilities) shall be no closer than 1.5 metres to an interior side lot line or rear lot line.
- In a Commercial, Industrial, Mineral Aggregate Resources, or Institutional Zone, accessory buildings or structures shall be no closer than 3 metres to an interior side lot line or rear lot line, provided the abutting lot is not in a Residential Zone.
- Shall not exceed 4.5 metres in height, except in an Agricultural, Agricultural Commercial Industrial, Mineral Aggregate Resources, or Industrial Zone.
- In a Residential Zone with a lot area of less than 1,050 square metres, shall not exceed 55 square metres of gross color area or 10% of the lot area, whichever is the lesser.
- In a Residential Zone with a lot area of 1,050 square metres or more shall not exceed 5% of the lot areas.
- In all other zones shall not cover more than 10% of the lot areas. The area of an open swimming pool which is not enclosed by a building or structure shall not be included in the calculation of lot coverage.
- Shall not be structurally attached to the main building in any way and they shall be located at a distance of not less than 1.5 metres from the main building. The provisions of this Section shall not apply to unenclosed decks, steps and/or air conditioning/ ventilation devices.

Required Inspections

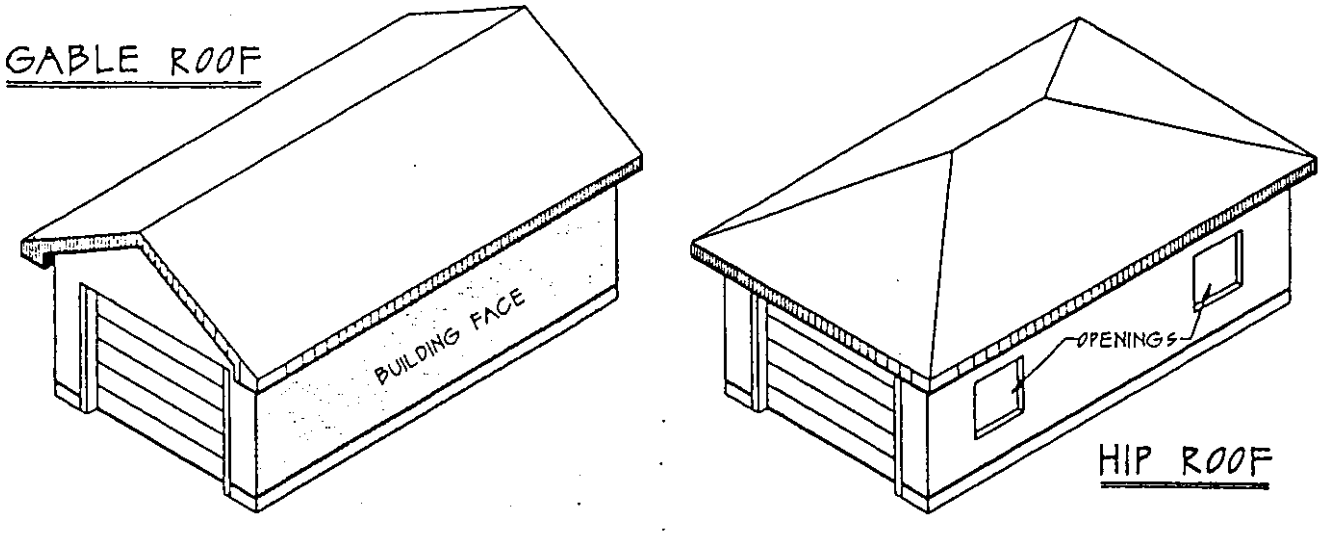
The owner of the property on which an Accessory Building is being constructed, or their contractor, must arrange the following inspections:

1) Excavation and preparation for footings/slab must be inspected prior to pouring concrete or placing piers to ensure frost protection is achieved and piers are placed on undisturbed soil.
2) Framing inspection. All framing to be complete including anchorage to foundation, truss bracing and sheathing and any pertinent structural members. CBO may allow truss drawings to be provided at this time instead of at time of application depending on complexity of structure.
3) Final inspection. Building to be 100 % complete. This inspection is required to sign off and close the permit. This inspection can be combined with the framing inspection if the interior is not finished. Should you have any questions regarding the information contained within this guide or require additional information with regard to building permits, please contact the Building Department

The permit plans and specifications must be on site and made available to the Building Inspector at the time of inspection. The Building Inspector's name and phone number are identified on the Privacy Fence Permit and inspections must be arranged 24 hours in advance of the requested inspection time.

Application Submission Checklist

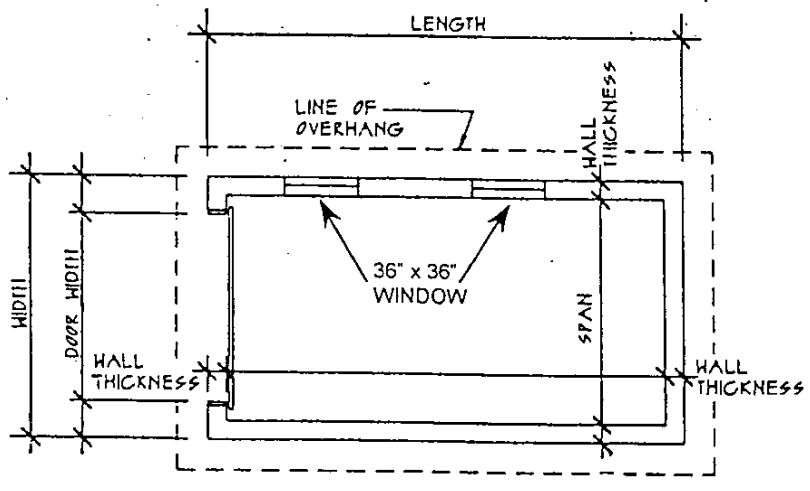
- Complete building permit application form, including property location and description, value of proposed work, address of owner/applicant and relevant phone numbers.
- Permit application forms must be signed and dated.
- Building Permit Application Fee: Refer to fee schedule
- A detailed site plan with full property description, property dimensions, all buildings on site, proposed construction location on the property and its proximity by dimension to property lines.
- Two copies of detailed construction drawings indicating all of the structural components of the proposed construction showing size and depth of piers, size and type of materials (joists, beams, decking etc.).



SPECIFY ELEVATION TO BE USED ☐ **GABLE** ☐ **HIP**

* If Building Hip Roof, hip rafters to be one size larger lumber than jack an common rafters *

Maximum Percentage of Openings in Exterior Walls							
Max. Area Building Face sqft	**Max. Distance from Side/Rear Lot Line**						
	< 3'-11"	3'-11"	4'-11"	6'-7"	8'-4"	9'-10"	13'-1"
107	0	8	12	21	33	55	96
160	0	8	10	17	25	37	67
215	0	8	10	15	21	30	53
267	0	8	9	13	19	26	45
323	0	7	9	12	17	23	39



EXAMPLE PLAN

Notes:

1) Show all openings (doors, windows) and note size.

2) Show distance to adjacent property lines.

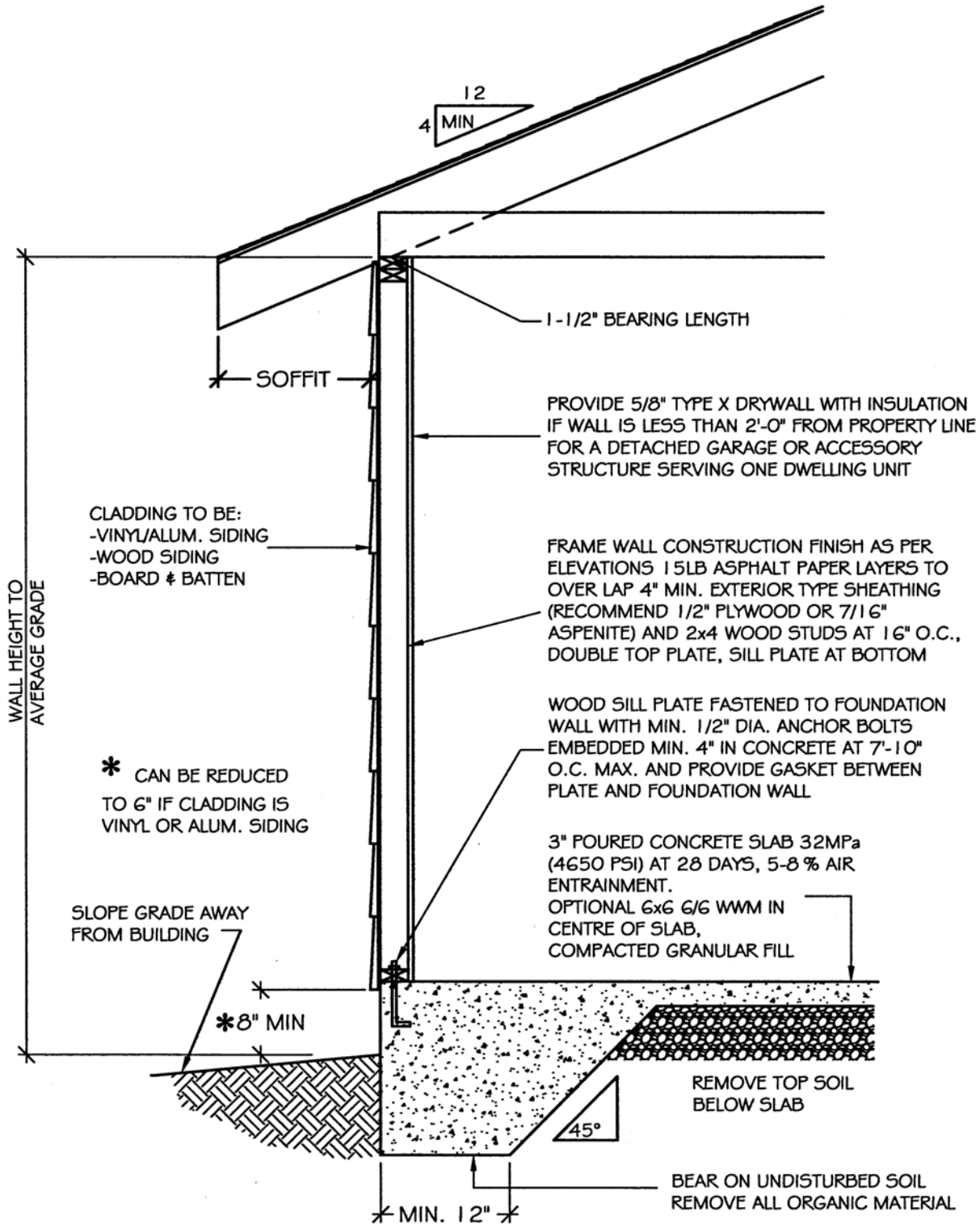
3) Provide 5/8" type 'X' drywall if wall is less than 2'-0" from the property line.

4) Dimension plan as per Example Plan

Proposed Floor Plan drawn to scale

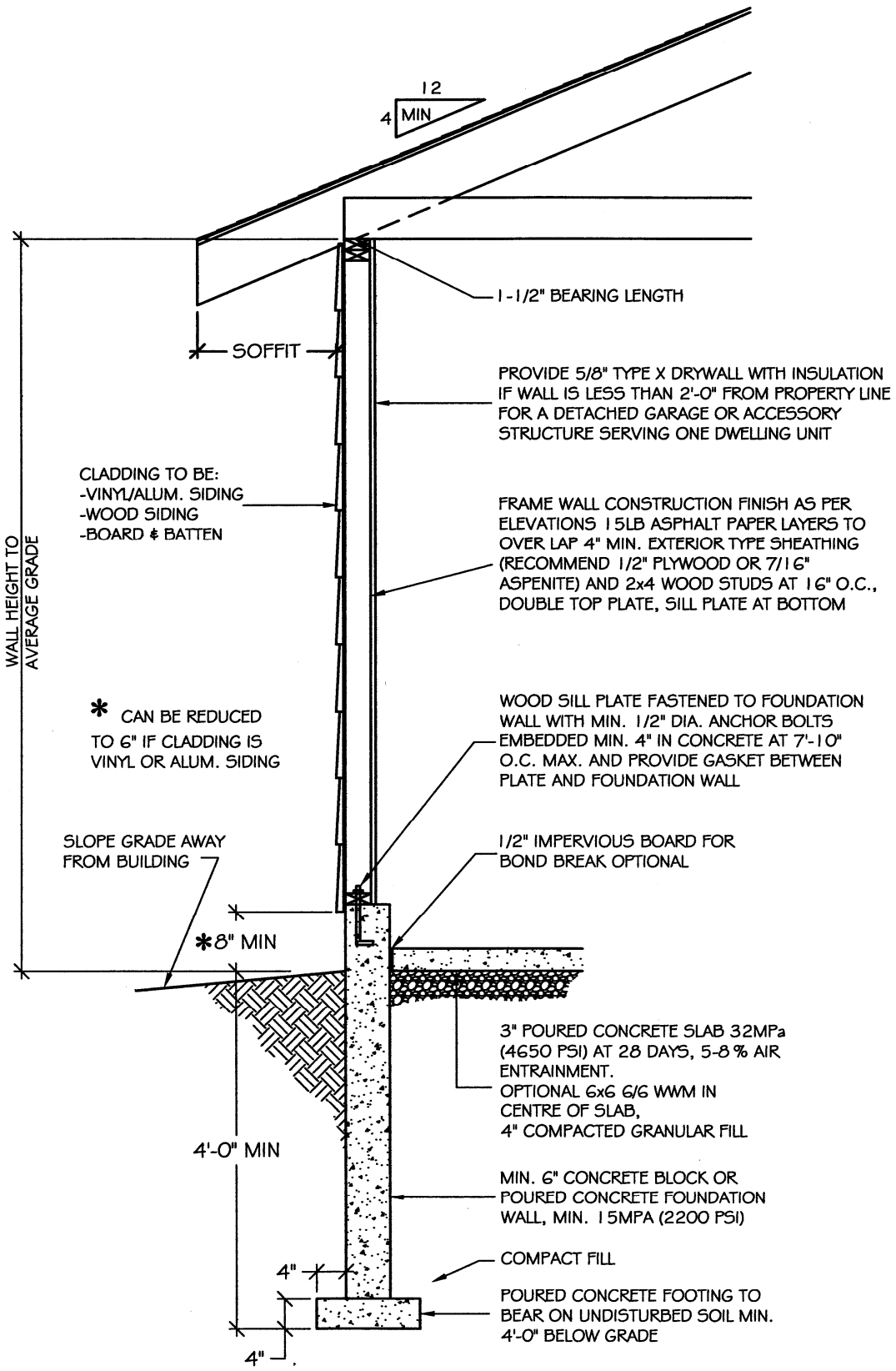
Ensure the following information is shown (see sample drawing on Pg. 1)

- Dimension all walls, openings
- Show lintel sizes over openings
- Ensure window, door openings shown
- Roof framing information



2 FLOATING SLAB DETAIL

MAXIMUM 592 SQFT



1 WALL SECTION

Roof Rafter Span Table

Member Size	Rafter Spacing		
	12 in	16 in	24 in
2 x 4	8-11	8-1	7-1
2 x 6	14-0	12-9	11-2
2 x 8	18-5	16-9	14-6
2 x 10	23-7	21-5	17-8
2 x 12	28-8	25-2	20-6

Spruce No. 1 & No. 2 Grade Lumber Snow Load 30 psf

Roof Joist Span Table

Member Size	Joist Spacing		
	12 in	16 in	24 in
2 x 4	7-1	6-5	5-7
2 x 6	11-2	10-1	8-10
2 x 8	14-8	13-4	11-7
2 x 10	18-8	17-0	14-10
2 x 12	22-9	20-8	18-1

Spruce No. 1 & No. 2 Grade Lumber Snow Load 30 psf

Ceiling Joist Span Table

Member Size	Joist Spacing		
	12 in	16 in	24 in
2 x 4	10-3	9-3	8-1
2 x 6	16-1	14-7	12-9
2 x 8	21-1	19-2	16-9
2 x 10	27-0	24-6	21-5
2 x 12	32-9	29-10	26-0

Spruce No. 1 & No. 2 Grade Lumber

Lintels Over Doors and Windows

Opening Width	Lintels for Wood Framing	
	Not Supporting Roof	Supporting Roof
Up to 6-4	2 ply 2 x 6	2 ply 2 x 6
Up to 9-5	2 ply 2 x 6	2 ply 2 x 10
Up to 16-0	2 ply 2 x 10	Design Req'd

Based on a Maximum of 12'-0" Supported Roof

Brick Veneer Lintels

Opening Width	Steel Angle Size
Up to 8-1	3-1/2 x 3-1/2 x 1/4"
Up to 8-9	4 x 3-1/2 x 1/4"
Up to 10-10	5 x 3-1/2 x 5/16"
Up to 11-5	5 x 3-1/2 x 3/8"
Up to 13-6	6 x 4 x 7/16"
Up to 14-1	7 x 4 x 3/8"
Up to 15-1	7 x 4 x 1/2"

Roof Sheathing Thickness

Maximum Spacing of Supports	Plywood and O-2 Grade Waferboard and OSB		Waferboard (Aspenite) & OSB R-1 & O-1 Grade	
	Edges Supported	Edges Unsupport'd	Edges Supported	Edges Unsupport'd
12"	5/16"	5/16"	3/8"	3/8"
16"	5/16"	3/8"	3/8"	7/16"
24"	3/8"	1/2"	7/16"	1/2"

All Plywood to be Stamped " Approved Exterior Grade

Wall Sheathing Thickness & Specifications
for Typical Cladding System

Type of Sheathing	Supports at 16"	Supports at 24"	Material Standards
Plywood (Exterior Type)	1/4"	5/16"	CSA 0121-M / CSA 0181-M / CSA 0153-M
OSB Grade 0-2	1/4"	5/16"	CSA 0437
Waferboard & OSB Grade R-1 & 0-1	1/4"	5/16"	CSA 0437

GENERAL NOTES:

1. Assumed undisturbed soil bearing capacity 4000lb per square foot.
2. If building wall is closer than 4'-0" to property line, no openings are permitted.
3. If building wall is closer than 2'-0" to property line, provide 5/8" drywall interior finish and no openings are permitted.
4. Wood frame building less than 538sqft slab on grade can be used.
5. All spans measured horizontally from peak to supporting wall or collar tie if required.
6. Wall ties are required when ridge is unsupported. See Rafter-to-Joist Nailing chart for minimum nailing requirements.