

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.).

Application for a Permit to Construct or Demolish

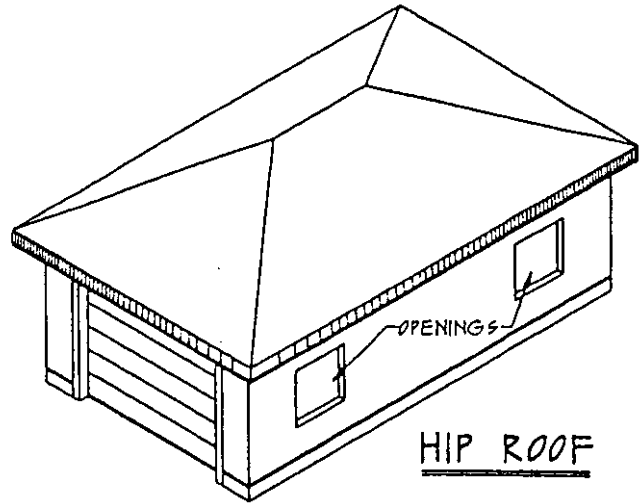
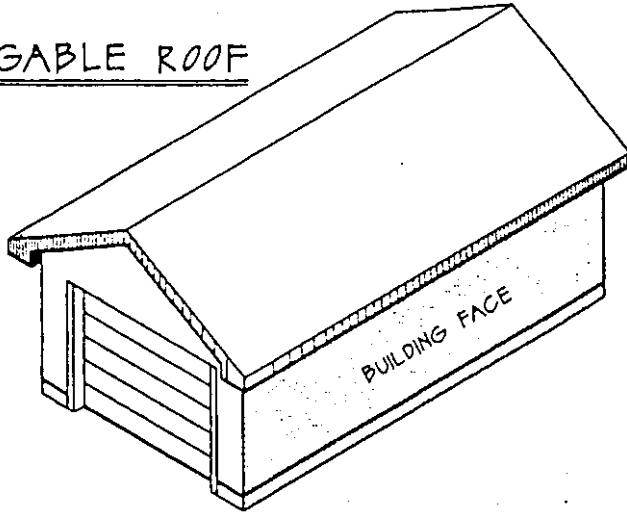
This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

GABLE ROOF



HIP ROOF

SPECIFY ELEVATION TO BE USED

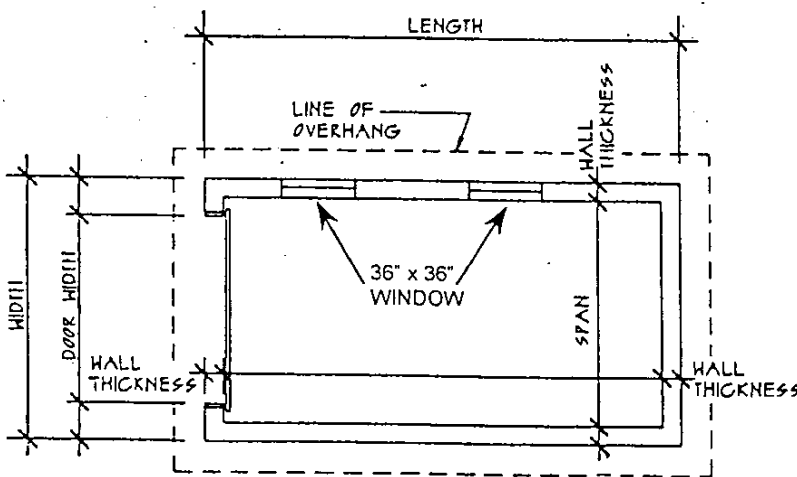
GABLE

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

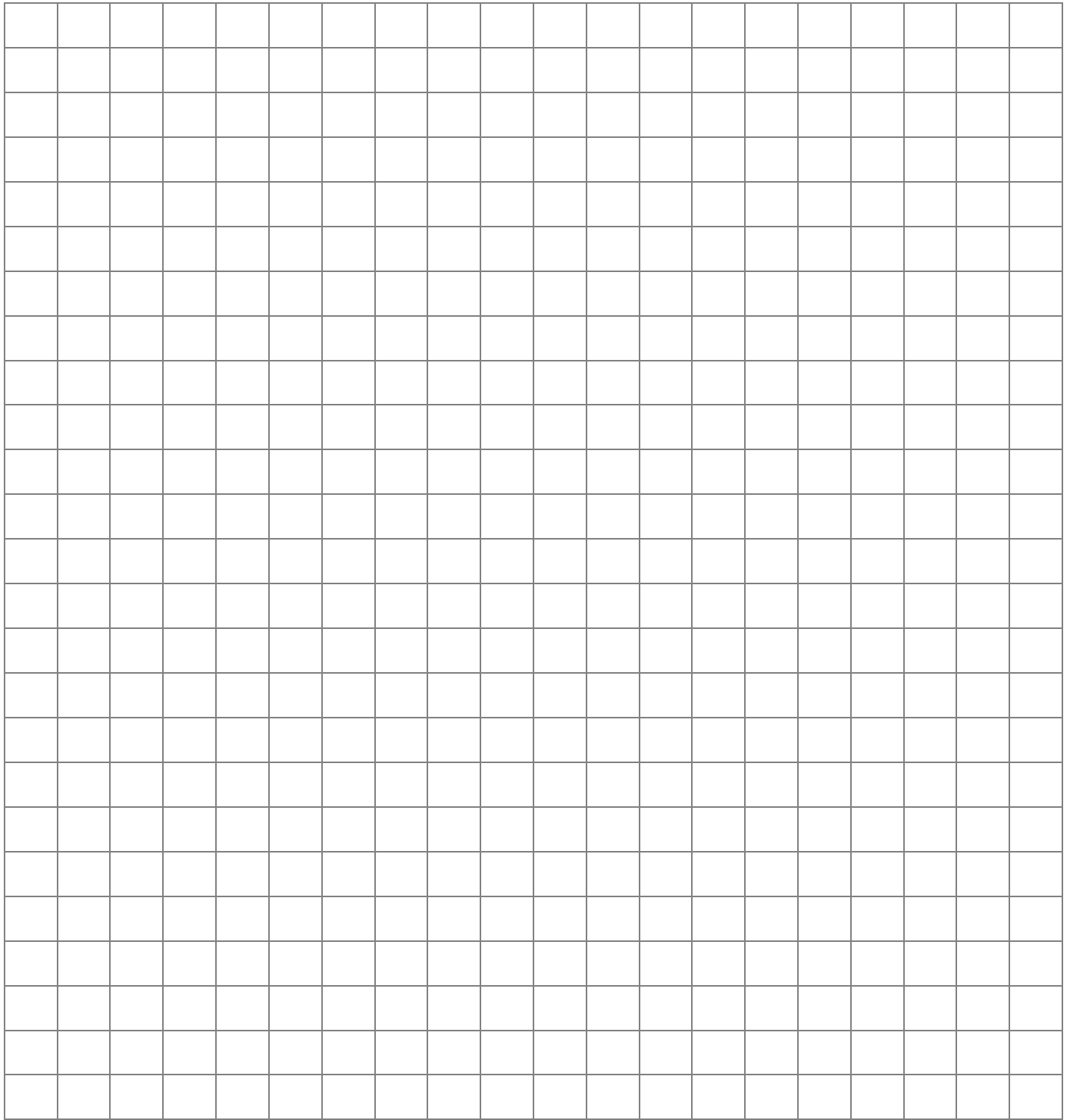
Max. Area Building Face sqft	Max. Distance from Side/Rear Lot Line						
	< 3'-11"	3'-11"	4'-11"	6'-7"	8'-4"	9'-10"	13'-1"
107	0	8	12	21	33	55	96
160	0	8	10	17	25	37	67
215	0	8	10	15	21	30	53
267	0	8	9	13	19	26	45
323	0	7	9	12	17	23	39



EXAMPLE PLAN

Notes:

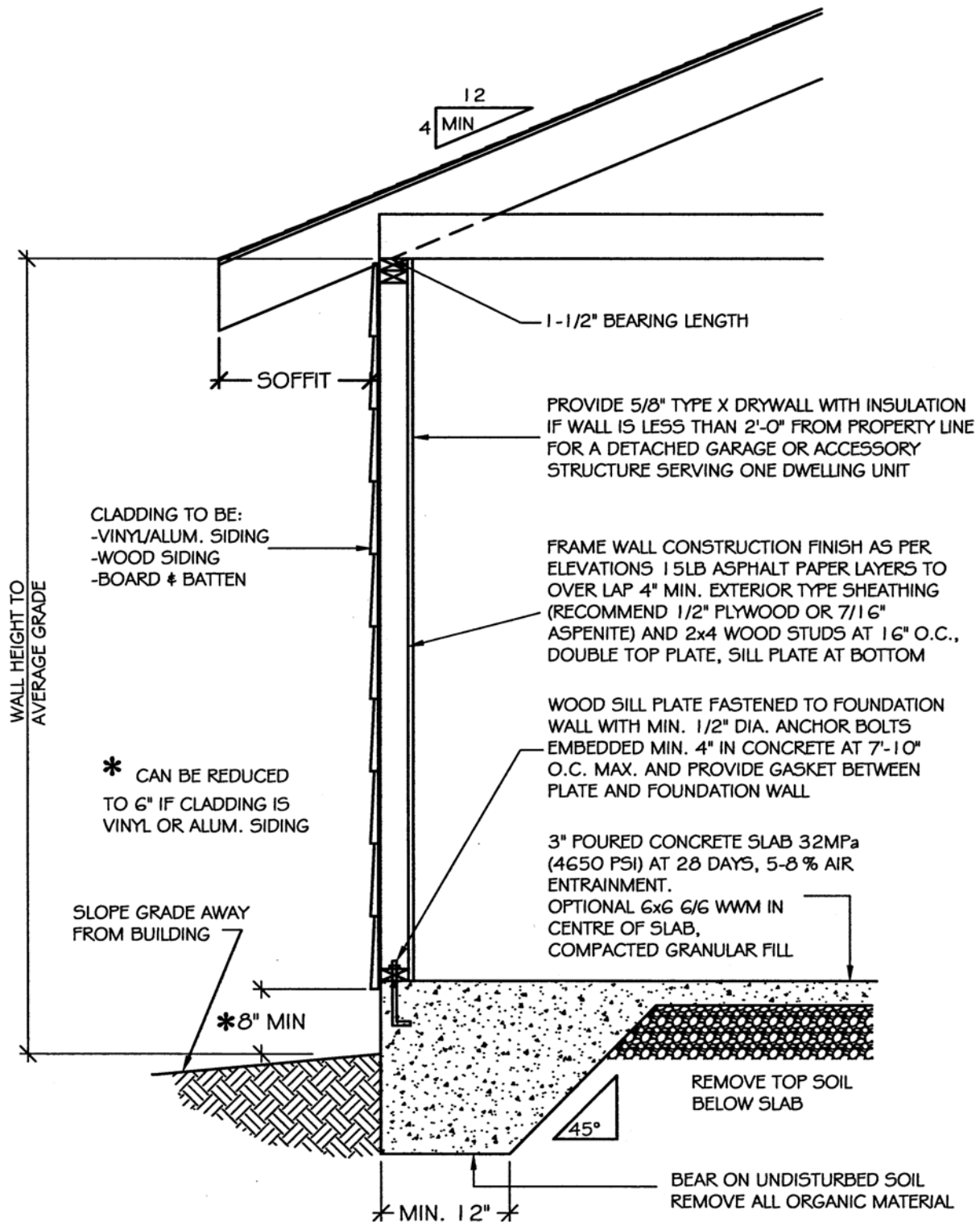
- 1) Show all openings (doors, windows) and note size.
- 2) Show distance to adjacent property lines.
- 3) Provide 5/8" type 'X' drywall if wall is less than 2'-0" from the property line.
- 4) Dimension plan as per Example Plan



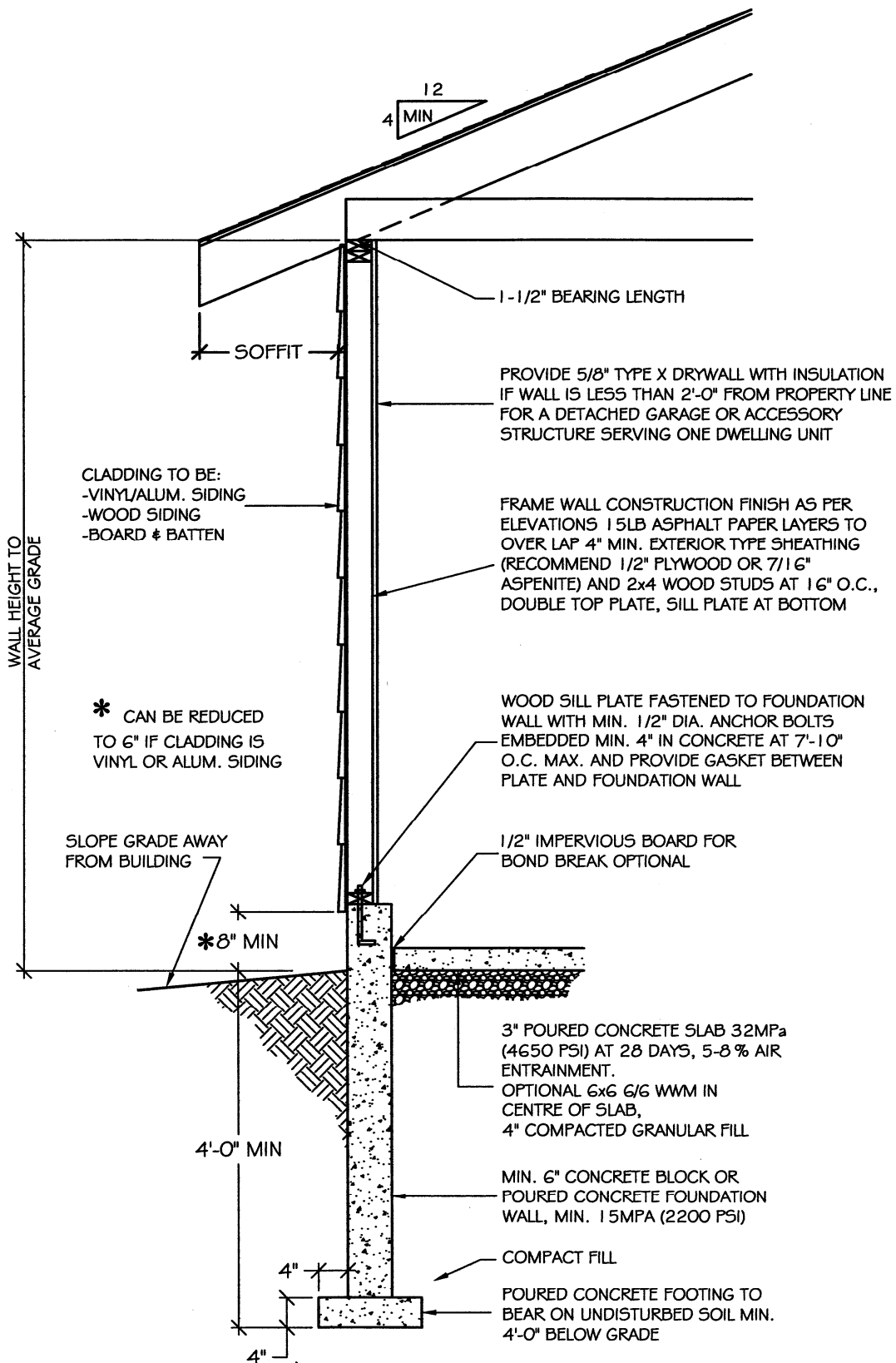
Proposed Floor Plan drawn to scale

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



CLADDING TO BE:
 -VINYL/ALUM. SIDING
 -WOOD SIDING
 -BOARD & BATTEN

* CAN BE REDUCED TO 6" IF CLADDING IS VINYL OR ALUM. SIDING

SLOPE GRADE AWAY FROM BUILDING

*8" MIN

4'-0" MIN

4"

4"

12
4 MIN

1-1/2" BEARING LENGTH

SOFFIT

PROVIDE 5/8" TYPE X DRYWALL WITH INSULATION IF WALL IS LESS THAN 2'-0" FROM PROPERTY LINE FOR A DETACHED GARAGE OR ACCESSORY STRUCTURE SERVING ONE DWELLING UNIT

FRAME WALL CONSTRUCTION FINISH AS PER ELEVATIONS 15LB ASPHALT PAPER LAYERS TO OVER LAP 4" MIN. EXTERIOR TYPE SHEATHING (RECOMMEND 1/2" PLYWOOD OR 7/16" ASPENITE) AND 2x4 WOOD STUDS AT 16" O.C., DOUBLE TOP PLATE, SILL PLATE AT BOTTOM

WOOD SILL PLATE FASTENED TO FOUNDATION WALL WITH MIN. 1/2" DIA. ANCHOR BOLTS EMBEDDED MIN. 4" IN CONCRETE AT 7'-10" O.C. MAX. AND PROVIDE GASKET BETWEEN PLATE AND FOUNDATION WALL

1/2" IMPERVIOUS BOARD FOR BOND BREAK OPTIONAL

3" POURED CONCRETE SLAB 32MPa (4650 PSI) AT 28 DAYS, 5-8% AIR ENTRAINMENT. OPTIONAL 6x6 6/6 WWM IN CENTRE OF SLAB, 4" COMPACTED GRANULAR FILL

MIN. 6" CONCRETE BLOCK OR POURED CONCRETE FOUNDATION WALL, MIN. 15MPa (2200 PSI)

COMPACT FILL

POURED CONCRETE FOOTING TO BEAR ON UNDISTURBED SOIL MIN. 4'-0" BELOW GRADE

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 & O-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.