ACCESSORY BUILDING

Before your application can be deemed complete and ready for processing you will need the following: (Please hand in entire application package including this cover sheet)

**Zoning** - check the zoning on the property you are planning to build on, this can be done at the municipal office.

**Building Permit Requirements:**
(must be completed before submitting application)

- **Completed Application Form.** If you are not the registered owner of the property, please have the owner complete the Authorization Form in this package.

- **Site Plan** showing size and dimension of property, setbacks from property lines for existing and proposed new construction, location of well and septic system, driveway, right of ways and easements.

- **One (1) set of plans** must be included with your application.

If you have just recently purchased your property, or if the property has been just recently severed please include a copy of proof of land transfer.

You do not pay for your permit until it has been processed.

**NOTE:**
NO CONSTRUCTION TO COMMENCE WITHOUT A VALID BUILDING PERMIT OR WITHOUT CALLING THE REQUIRED INSPECTIONS!
($500.00 surcharge may apply for violation)

**NOTE:**
An Electrical permit must be acquired prior to any Electrical Wiring and a final inspection completed prior to using the building.

Contact the Electrical Safety Authority at 877-372-7266
This information package is intended to help you, the homeowner/contractor, to better understand the procedures in obtaining a building permit and other approvals, which may be required. Also provided in this package is a list of required inspections.

We suggest that you read all of this information and keep it handy for future reference. If you should have any questions, please contact the appropriate department.

We would like to emphasize that the Building Department enforces the Ontario Building Code. Questions concerning Zoning or land use by-laws should be directed to the Planning Department and any questions concerning property drainage and grading should be directed to the Roads Department.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of an accessory building within the scope of Part 9 of the Ontario Building Code.
To be issued a building permit, the following supporting documents must be submitted with the application form:

1. HOUSE PLANS AND SPECIFICATIONS

One complete set of drawings and specifications are to be submitted to the Building Department and will remain on file. After examination for conformance to the Ontario Building Code, a set of plans must be kept on site at all times. Inspections will not be conducted without them. Construction must be in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Department for review.

i) Site Plan
- dimensions of the lot
- location of all buildings, decks and other structures
- location and dimensions of proposed building
- proposed distance of all setbacks dimensions (front, rear & sides for the building)
- location of all easements
- grading and drainage
- walkways, driveways
- legal description of lot
- street name
- septic field and tank (if applicable)

ii) Foundation Plan
If the building is constructed with a full foundation (4'- 6' below grade), show the following:
- size and location of strip columns and footings
- size and location of foundation wall
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)
- location of floor drain
- location and size of checks in foundation

If the garage has a slab on grade, this plan can be incorporated into the floor plan. Any slab having an area greater than 552m (592 ft.) shall be designated by a competent person or a Professional Engineer.

iii) Floor Plans
- uses of spaces
- size and location of doors and windows
- size and location of lintels, beams and posts/columns
- location of plumbing fixtures (if any)
- size, spacing and direction of roof framing members
- location and size of attic access
iv) **Cross Section**
- showing the construction of the following assemblies:
  a. Roof
  b. Exterior wall (brick or siding and insulation if any)
  c. Interior wall
  d. Foundation wall (including insulation if any)
  e. Thickness and compressive strength of the floor slab
  f. Thickness of crushed stone provided
- size of footing
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- floor to ceiling heights
- roof pitch

v) **Elevation Drawings**
Showing all sides of the building, drawn to scale indicating the following:
- location and size of all doors and windows
- exterior finishes
- grade levels
- finished floor to finished ceiling height
- flashing
- foundation indicated below grade (if applicable)
- location and type of roof vents

vi) **Detail Drawings**
Provide detail drawings of any elements which may not be clearly shown or obvious on the above noted drawings

vii) **Structural Elements**
Structural elements not described in Part 9 of the Ontario Building Code may be required to be designed by a competent person or Professional Engineer.
1. **Posting of Permit**
   The Building Permit card must be posted so it can be seen from a public right-of-way.

   **PERMIT FEES:** Non-Living areas, garage, shed, or other small structure
   $0.25/sq.ft. Min. $60.00
   **SECURITY FEE:** $100.00  Refundable after FINAL INSPECTION

2. **Listing of Inspections**
   The owner of the property is responsible to notify the Building Department at least 48 hours in advance of the stages of construction for the necessary inspections. Please contact the Chief Building Inspector for your inspection at 259-2398 ext. 237

   The following must be completed before any inspection, and a copy of the reviewed plans must be on site, otherwise the inspection will not be carried out.

   a) **Backfill Inspection**
      (Prior to pouring of basement slab and backfilling)
      - column footings, anchor bolts
      - required foundation wall bracing
      - keep in mind that a Geotechnical Soil Report may be required depending on the soil conditions.

   b) **Framing Inspection** (Ready for insulation)
      - wall framing
      - construction of roof, including shingles
      - installation of all exterior doors and windows
      - electrical roughing completed

   c) **Insulation and Vapour Barrier Inspection** (If applicable, ready for drywall)
      - placement of insulation in all required locations
      - installation of vapour barrier
      - sealing of all wires, receptacles in walls and ceilings

   d) **Final Interior Inspection**
      - interior finishes
      - functional lighting systems
      - attic access hatch

   e) **Final Exterior Inspection**
      - exterior finishes
      - flashing and caulking

   f) **Final Grading**
      All site work is completed
# 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

<table>
<thead>
<tr>
<th>Application number:</th>
<th>Permit number (if different):</th>
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Application submitted to: ____________________________  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

## A. Project information

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<tr>
<th>Building number, street name</th>
<th>Unit number</th>
<th>Lot/con.</th>
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<tr>
<th>Project value est. $</th>
<th>Area of work (m²)</th>
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## B. Purpose of application

- [ ] New construction  
- [ ] Addition to an existing building  
- [ ] Alteration/repair  
- [ ] Demolition  
- [ ] Conditional Permit

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<thead>
<tr>
<th>Proposed use of building</th>
<th>Current use of building</th>
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Description of proposed work

## C. Applicant

Applicant is:  
[ ] Owner or  
[ ] Authorized agent of owner

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership</th>
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## D. Owner (if different from applicant)

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E. Builder (optional)

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<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership (if applicable)</th>
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F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

1. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to section G. □ Yes □ No

2. Is registration required under the Ontario New Home Warranties Plan Act? □ Yes □ No

3. If yes to (ii) provide registration number(s): __________________________

G. Required Schedules

1. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

2. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

H. Completeness and compliance with applicable law

1. 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 Building Code Act, 1992, to be paid when the application is made. □ Yes □ No

2. 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 Building Code Act, 1992. □ Yes □ No

3. 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 Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. □ Yes □ No

4. The proposed building, construction or demolition will not contravene any applicable law. □ Yes □ No

I. Declaration of applicant

[Signature]

(print name)

I declare that:

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.
Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information

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B. Individual who reviews and takes responsibility for design activities

<table>
<thead>
<tr>
<th>Name</th>
<th>Firm</th>
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C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

- [ ] House
- [ ] Small Buildings
- [ ] Large Buildings
- [ ] Complex Buildings
- [ ] HVAC – House
- [ ] Building Services
- [ ] Plumbing – House
- [ ] Detection, Lighting and Power
- [ ] Fire Protection
- [ ] Plumbing – All Buildings
- [ ] On-site Sewage Systems

Description of designer’s work

D. Declaration of Designer

I ____________________________ declare that (choose one as appropriate):

I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.

Individual BCIN: ____________________________
Firm BCIN: ____________________________

I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.

Individual BCIN: ____________________________
Basis for exemption from registration: ____________________________

The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: ____________________________

I certify that:
1. The information contained in this schedule is true to the best of my knowledge.
2. I have submitted this application with the knowledge and consent of the firm.

Date ____________________________ Signature of Designer ____________________________

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (e) of Division C, Article 3.2.6.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.

2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Application for a Permit to Construct or Demolish – Effective January 1, 2014

Page 3 of 4
APPLICATION TO PERMIT
* Accompanying Site Sketch/Plan*

Requirements for Site Sketch

If property has a survey – sketch to be done on the survey

Sketch needs to show:

- Road (name)
- Water (name) if applicable
- Well location
- Septic location
- All Buildings
- Use of all buildings
- Dimensions and square feet of each building
- Distance to all lot lines/road/water to the proposed development and if construction is an addition; the distance to all lot lines for that building
- Height of proposed development
LETTER OF AUTHORIZATION
(Please Print Clearly)

I, ___________________________ authorize ___________________________

to apply for and obtain a building permit to (please check appropriate box):

construct  ☐  install  ☐  alter  ☐  renovate  ☐

(describe work below):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

At the following location: (civic address or legal description)

________________________________________________________________________

_________________________  ___________________________
Date                                 Signature