

Accessory Building: Permit Application Guide

A building permit is required to build an Accessory Building (shed, detached garage) greater than **15 m² (161 ft²)**.

This guide explains the requirements for submitting a building permit application for an Accessory Building in greater detail. For additional information on the Township of Adjala-Tosorontio's permit application process and requirements please consult our website www.adjtos.ca under [Business and Development/ Building & Renovating](#) or contact the Building Department.

Zoning Requirements

The location, size and height of an Accessory Building on a property is regulated. General Zoning By-law requirements for your property can be obtained on our website under [Business and Development/ Planning & Land Use](#) or by contacting the Planning Department.

Building Permit Application Requirements

The 2 major requirements include building permit application forms and construction drawings. Complete building permit applications can be made online at www.ca.cloudpermit.com. Building permit fees are payable by cash, cheque or debit at the time of permit issuance. Please be advised that a review fee may be required at the time of submission; all other fees will be collected at time of permit issuance. Building permit fees include the review of drawings and all required inspections.

1. Permit Application Forms

Permit Application: Application to Construct or Demolish

- All sections of the form must be completed, including the full legal description (which can be found on your deed, tax assessment or survey).

Schedule 1 Designer Form

- This form is required when someone other than an Architect or Licensed Professional Engineer is taking responsibility for the design of the Accessory Building. This person would be either:
 - The homeowner taking legal responsibility for the design, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code, or
 - A contractor/builder for Accessory Buildings no larger than 55 m² (592 ft²) and serving 1 or 2 dwelling units, or
 - A registered designer with a Building Code Identification Number (BCIN) qualified in House or Small Buildings for Accessory Buildings larger than 55 m² (592 ft²) or serving more than 2 dwelling units

2. Construction Drawings

- All drawings must be submitted in black and white, drawn to an appropriate scale (min 3/16" = 1' or metric equivalent), and clearly legible. Drawings in pencil shall be photocopied prior to submission, with the density adjusted so that all information is clear and legible.
- Every page shall include the **project address** and one of the following **designer information**:
 - a) Homeowner design - printed name of homeowner, signature and date, or
 - b) Qualified BCIN designer - printed name, individual/firm (if applicable) BCIN numbers, signature and date, or
 - c) Architect or Professional Engineer - Architect's or Professional Engineer's seal with a signature and date
- **Required drawings for an Accessory Building:**
 - Site Plan (Sample A03A)**
 - Foundation and Floor plan (Sample GO2A)**
 - Wall/Building Sections (Sample GO2A)**
 - Elevations**
 - Wall Cross Sections/ Details (Sample GO2C)** - Acceptable footings and foundation options

Refer to the enclosed sample drawings for specific drawing requirements.

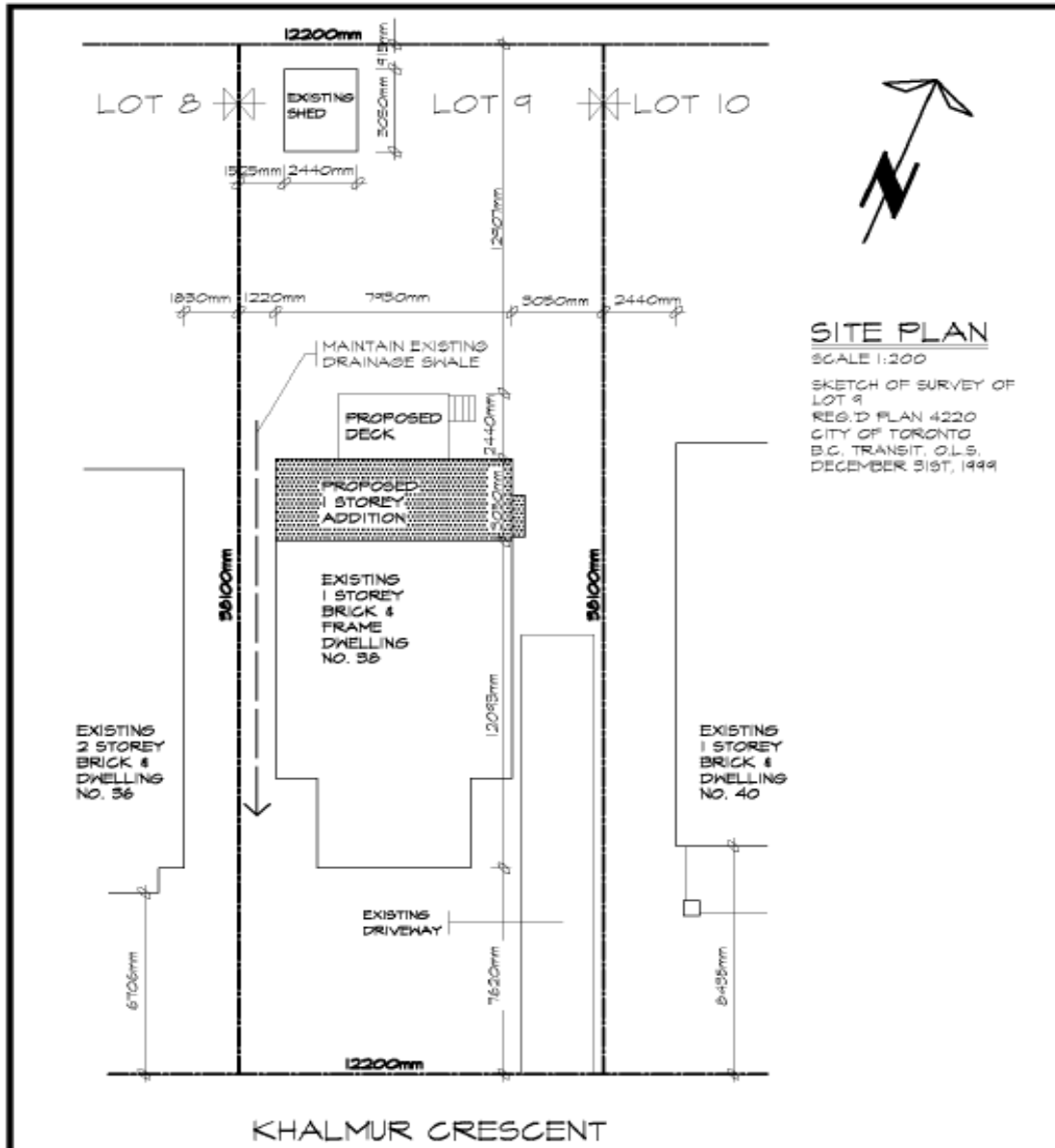
Inspection Requirements

Typical inspections include (depending on the scope of work):

- Footing
- Foundation (if applicable)
- Framing
- Insulation & Air Barrier (if applicable)
- Building Final

Booking Inspections

- **ONLINE** through **Cloudpermit**, or
- Call the Building Department at (705) 434-5055 Ext. 232.
 - Please note that 48 hours notice is required.

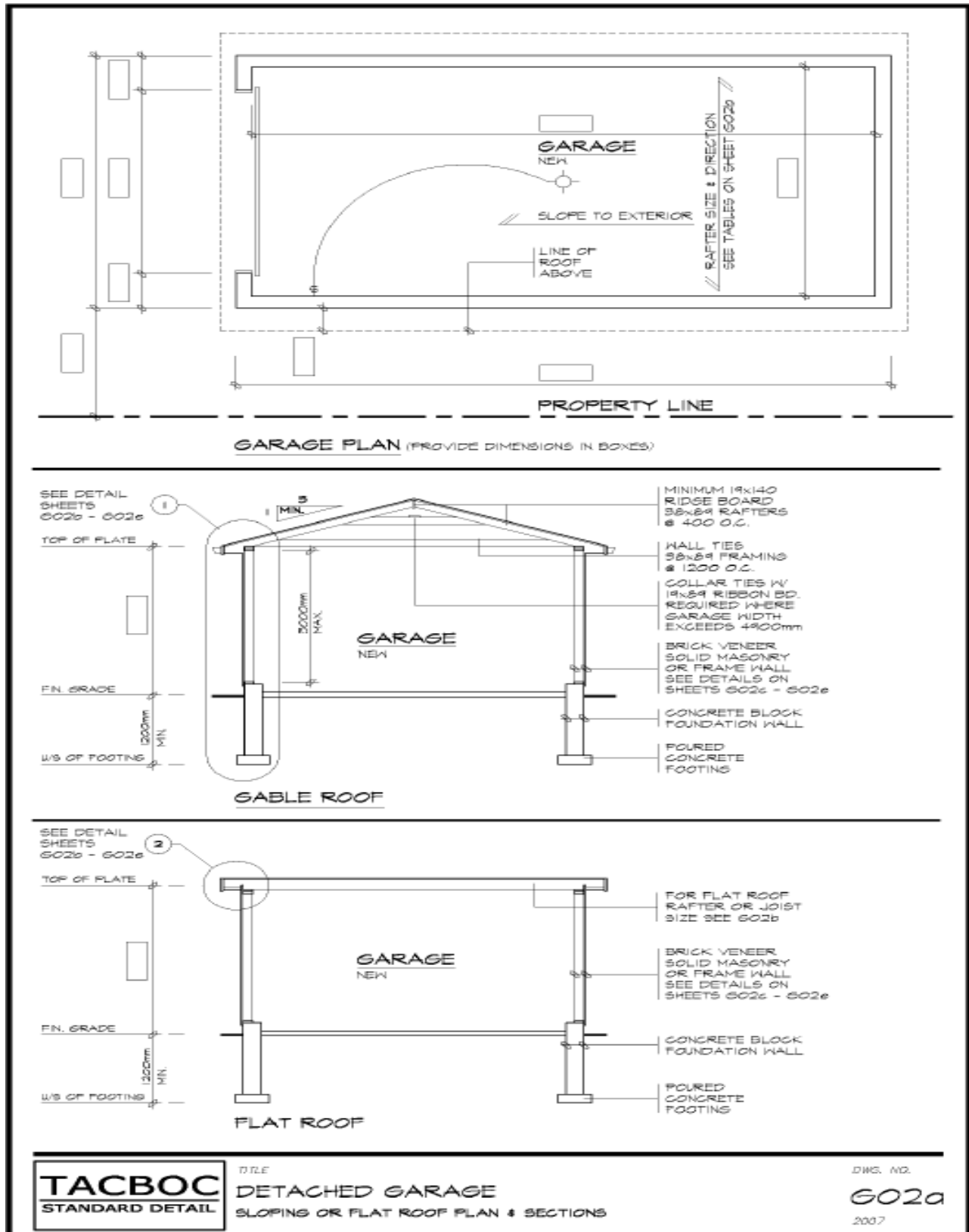


Provide measurements from the proposed structure to all property lines.

Measurements can be in metric or imperial.

Lot coverage applies to accessory structures & additions. Location of well and or septic should be noted on drawings.

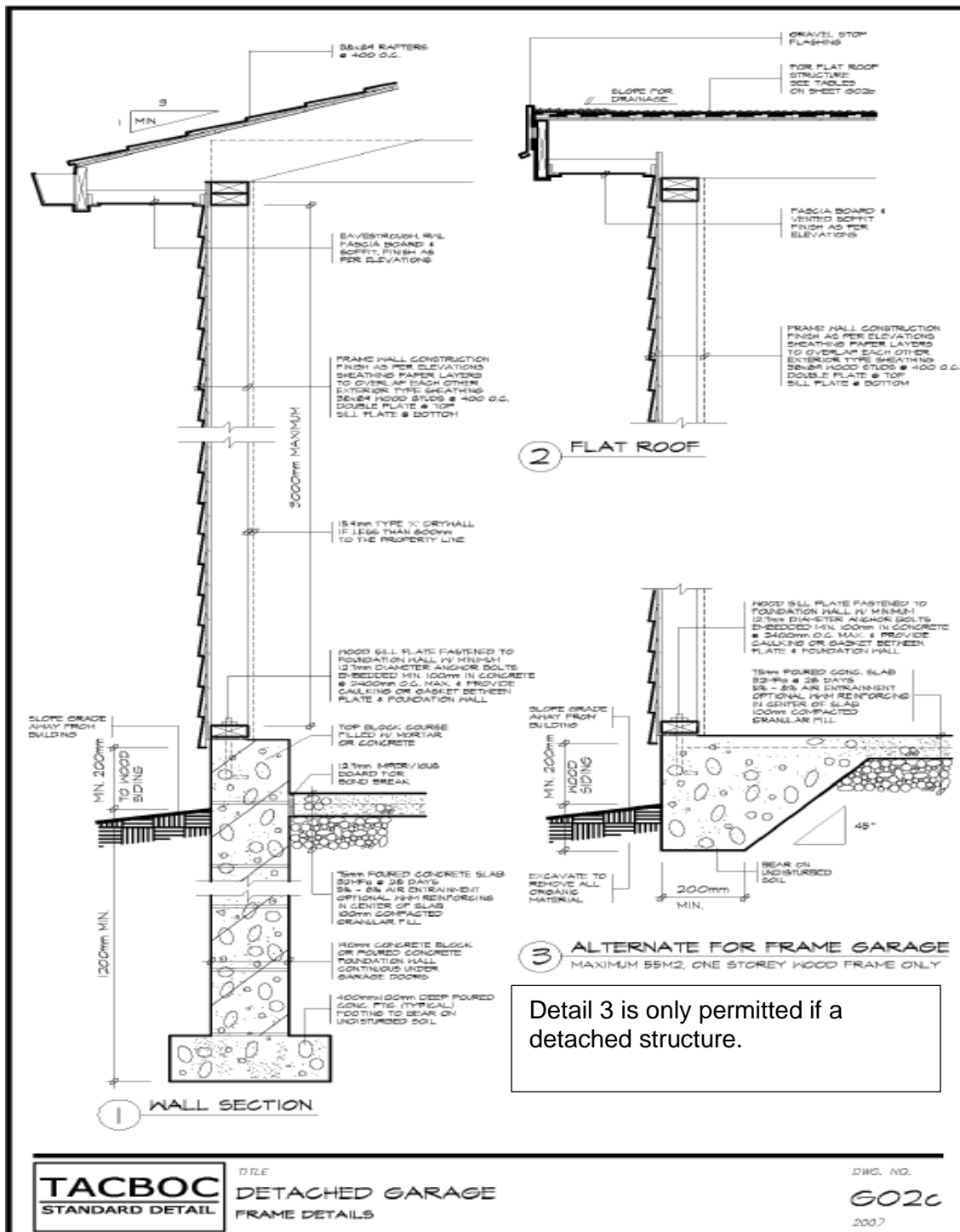
If zoning permits structures located less than 4 ft from the property line, the wall facing the property line must be constructed with fire resistance rating on the exposed building face.



TACBOC
STANDARD DETAIL

TITLE
DETACHED GARAGE
SLOPING OR FLAT ROOF PLAN & SECTIONS

DWG. NO.
G02a
2007



Detail 3 is only permitted if a detached structure.

Additional Information

Wood Rafters for Accessory Buildings

Rafter Sizes and spacing
Species: Spruce - Pine - Fir Grade: No.1 and No.2
Snow Load: 52 lbs. per sq. Ft

Rafter spacing: 16" O.C.

Rafter size: 2x6 inches Maximum Span: 10'-9" (3.28 m)
Rafter size: 2x8 inches Maximum Span: 14'-1" (4.31 m)
Rafter size: 2x10 inches Maximum Span: 17'-3" (5.27 m)

Information taken from: Table A-7 of the Ontario Building Code.

Wood lintels for Accessory buildings

Species: Spruce - Pine - Fir - No. 1 or No.2 Grade Non-Structural Sheathing
Specified Snow Load: 52 lbs./sq. Ft. Wall Type: Exterior

Lintel is Supporting: Roof and Ceiling only (tributary width of 4.9m maximum.) Maximum supported length of joists or rafters: Greater than 14'-1" to 16'-0"

Lintel size and span

Member Size: 2-2x4 Maximum Span: 3'-0"
Member Size: 2-2x6 Maximum Span: 4'-5"
Member Size: 2-2x8 Maximum Span: 5'-4"
Member Size: 2-2x10 Maximum Span: 6'-7"

Notes: