

## Building a Residential Accessory Structure: Information Guide for Building Permit Applications

**These are general guidelines only and more information may be required on a case by case basis**

An **accessory structure** is a building that is secondary and incidental to the principal building on the property, attached or detached from the main building. **Accessory structures** must be on the same property as the building or use to which they are accessory, and not used for human habitation. Accessory structures are buildings such as garages, sheds, playhouses, storage buildings, garden structures, greenhouses, boat houses, pool houses, cabanas, and other similar residential buildings.

### When is a building permit required for an accessory structure?

- When the accessory structure (new or replacement) is 108 ft<sup>2</sup> in size or greater
- If the accessory structure is attached to another building
- When there is plumbing installed in a structure, regardless of the square footage

### Required Documents for Building Permit Application

- Fully completed application form, including required schedules
- Comprehensive site plan
- **\*\*2 sets** of construction drawings produced to a recognizable standard scale, of which **1 set** of drawings is required to be an **electronic copy** of drawings (PDF only)
- Owner Authorization form, if applicant is not property owner

\*\* If hand drawn, plans cannot be submitted on paper greater than 11"x17"

### Site Plan Requirements

A comprehensive site plan or copy of the property survey showing:

- a. Dimensions of property
- b. Proposed location of new construction, including all existing structures
- c. Location of well and septic system, if applicable
- d. Distance from proposed structure to existing buildings, property lines, septic system, well
- e. Hydro Lines – show location, height and or depth of both overhead and underground lines

## Construction Drawings showing:

### a. Plan views

- i. Footing and foundation
- ii. Floor, wall, and roof construction
- iii. Window/door sizes (lintel sizing)
- iv. Connection to existing structure (only if attached)

### b. Elevation views (front and side)

- i. Height of structure
- ii. Exterior materials

### c. Sections

- i. Cross Section
- ii. Wall sections (as needed)

See attached sample drawings for further details

## Time

Once a **complete** building permit application is submitted, the permit will be reviewed within 10 business days.

## Where to apply for a building permit?

Bring your complete building permit application to the Guelph-Eramosa Township office located at 8348 Wellington Road 124, Monday – Friday, 8.30am – 4.30pm.

## Cost of building permit

Please see Schedule “A” of By-Law 13/2018 for applicable building permit fees. These fees cover all plans review, building permit, and resulting inspections. Note: All fees and charges listed herein are payable upon collection of the Building Permit.

## Questions?

Contact the Building Department for assistance:

Phone: 519.856.9596 X 114

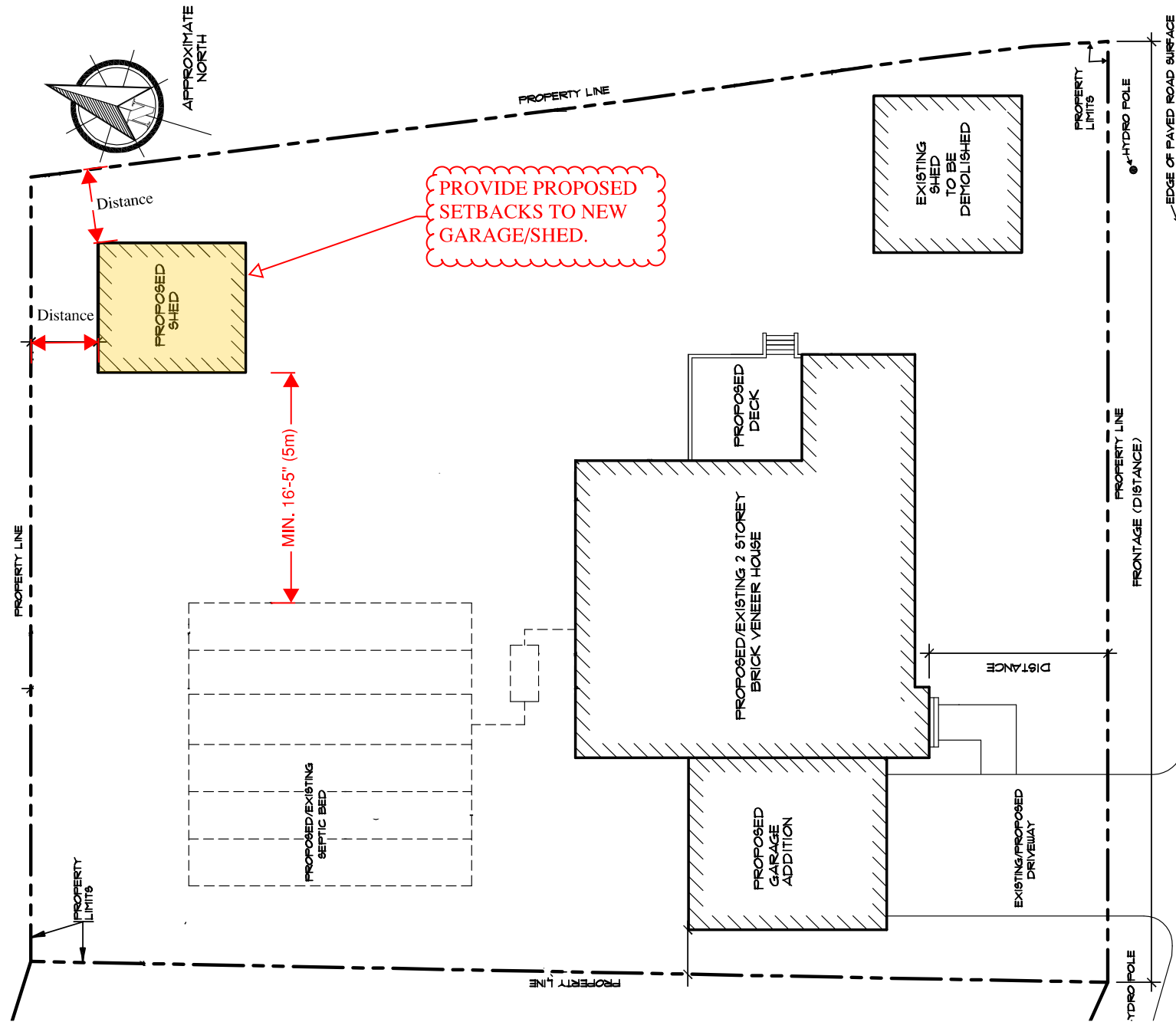
Email: [building@get.on.ca](mailto:building@get.on.ca)

## Zoning

All structures must meet the requirements for the zone in which it is located. If you are unsure of the zoning on your property, please call the Planning Department 519.856.9596 X 112

## Grand River Conservation Authority

Is your property under the GRCA's regulated area? Property owners are encouraged to check their property at [www.grandriver.ca](http://www.grandriver.ca) before applying for a building permit; additional permission from the GRCA may be required for you proposed construction.



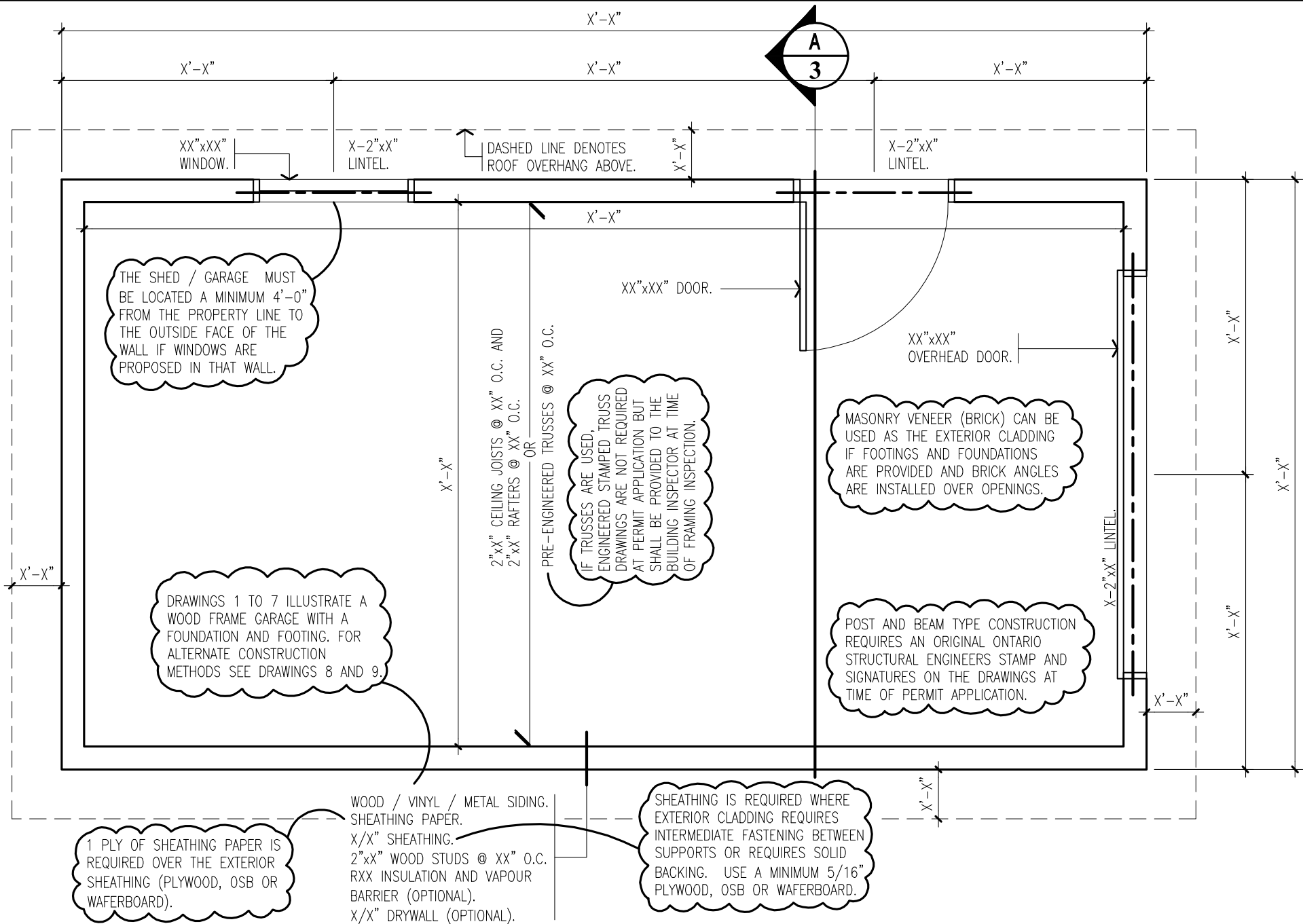
Drawing Name:  
**SAMPLE SITE PLAN**

Project:  
**PROPOSED NEW SHED/GARAGE**

Page:  
 1 of 7

Scale:  
 1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....

Address:  
 123 GUELPH/ERAMOSIA STREET



THE SHED / GARAGE MUST BE LOCATED A MINIMUM 4'-0" FROM THE PROPERTY LINE TO THE OUTSIDE FACE OF THE WALL IF WINDOWS ARE PROPOSED IN THAT WALL.

DRAWINGS 1 TO 7 ILLUSTRATE A WOOD FRAME GARAGE WITH A FOUNDATION AND FOOTING. FOR ALTERNATE CONSTRUCTION METHODS SEE DRAWINGS 8 AND 9.

IF TRUSSES ARE USED, ENGINEERED STAMPED TRUSS DRAWINGS ARE NOT REQUIRED AT PERMIT APPLICATION BUT SHALL BE PROVIDED TO THE BUILDING INSPECTOR AT TIME OF FRAMING INSPECTION.

MASONRY VENEER (BRICK) CAN BE USED AS THE EXTERIOR CLADDING IF FOOTINGS AND FOUNDATIONS ARE PROVIDED AND BRICK ANGLES ARE INSTALLED OVER OPENINGS.

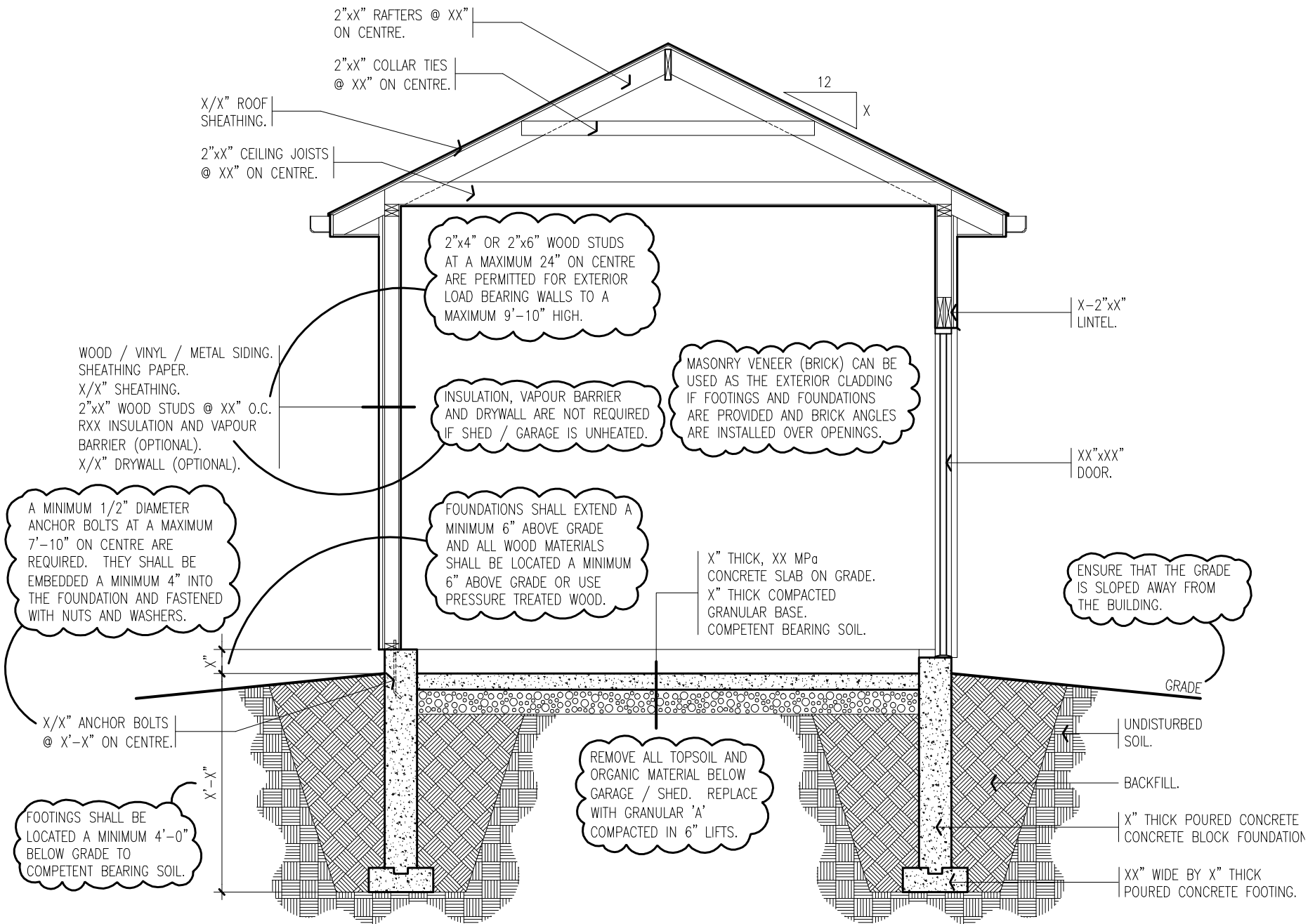
POST AND BEAM TYPE CONSTRUCTION REQUIRES AN ORIGINAL ONTARIO STRUCTURAL ENGINEERS STAMP AND SIGNATURES ON THE DRAWINGS AT TIME OF PERMIT APPLICATION.

1 PLY OF SHEATHING PAPER IS REQUIRED OVER THE EXTERIOR SHEATHING (PLYWOOD, OSB OR WAFERBOARD).

WOOD / VINYL / METAL SIDING.  
SHEATHING PAPER.  
 $X/X''$  SHEATHING.  
 $2'' \times X''$  WOOD STUDS @  $XX''$  O.C.  
RXX INSULATION AND VAPOUR BARRIER (OPTIONAL).  
 $X/X''$  DRYWALL (OPTIONAL).

SHEATHING IS REQUIRED WHERE EXTERIOR CLADDING REQUIRES INTERMEDIATE FASTENING BETWEEN SUPPORTS OR REQUIRES SOLID BACKING. USE A MINIMUM  $5/16''$  PLYWOOD, OSB OR WAFERBOARD.

Drawing Name: <b>SAMPLE FLOOR PLAN</b>		Project: <b>PROPOSED NEW SHED/GARAGE</b>		Page: <b>2 of 7</b>
Scale: <b>1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....</b>		Address: <b>123 GUELPH/ERAMOSIA STREET</b>		



Drawing Name:

**CROSS SECTION**

Scale:

1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....

Project:

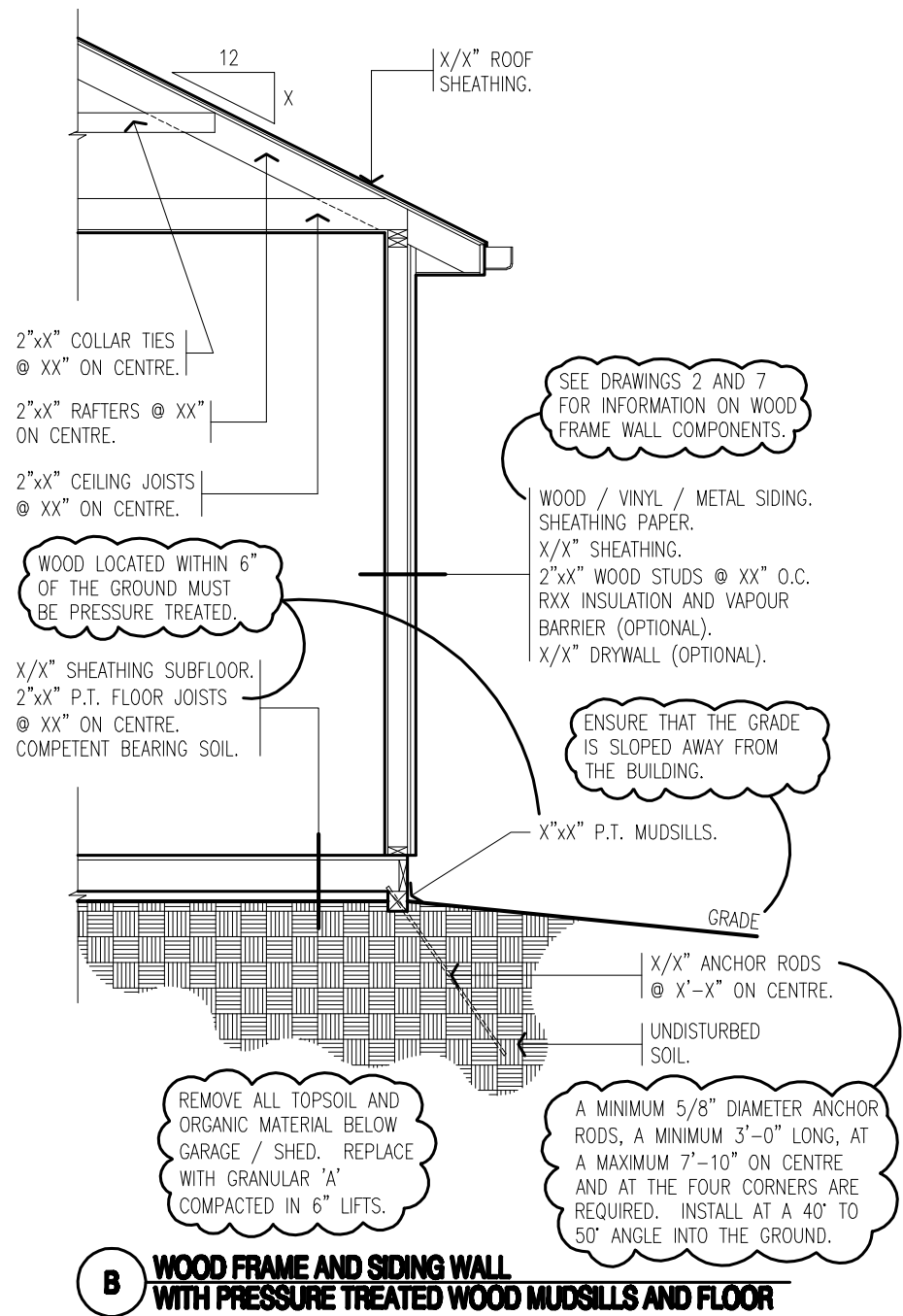
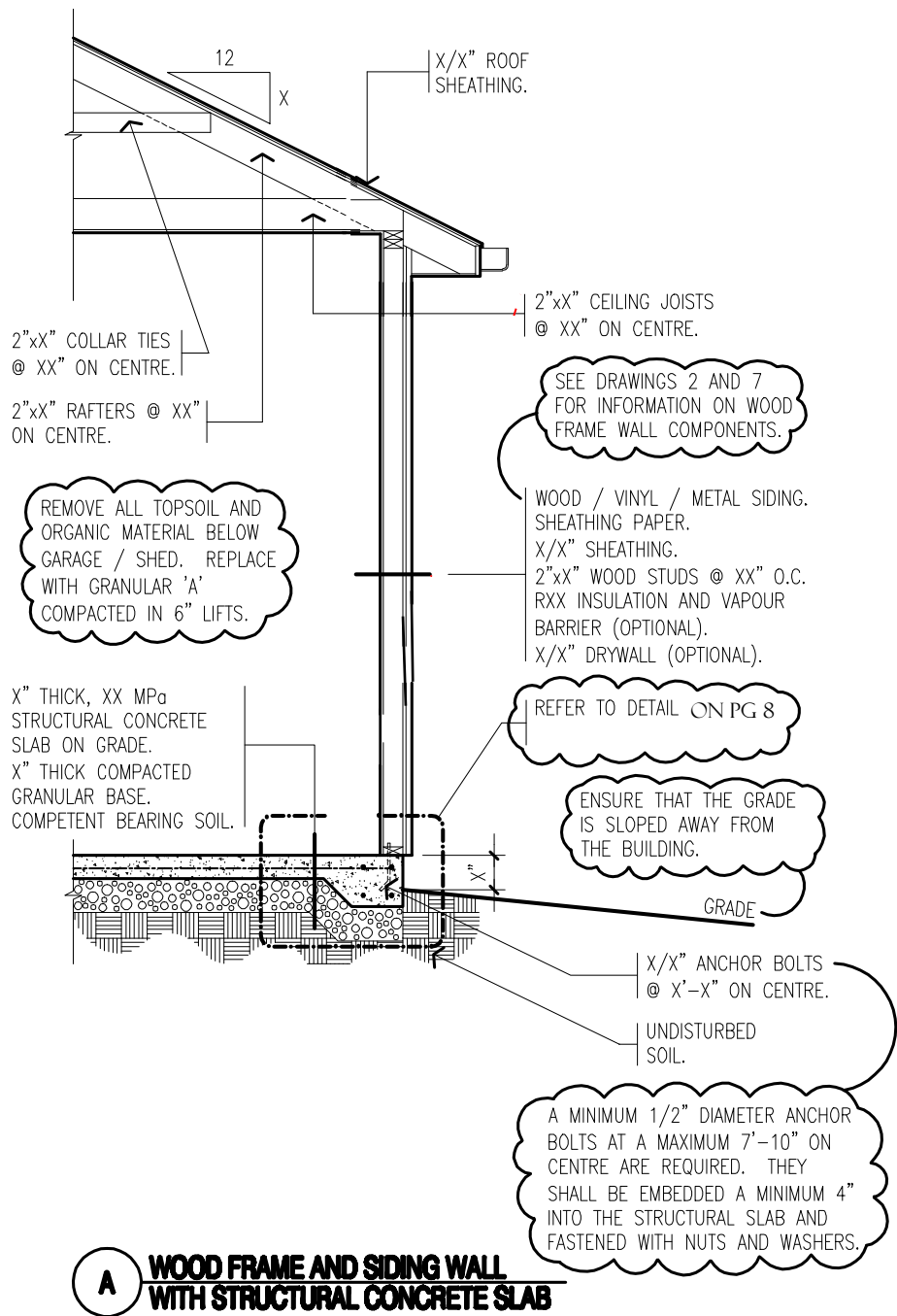
**PROPOSED NEW SHED/GARAGE**

Address:

**123 GUELPH/ERAMOSA STREET**

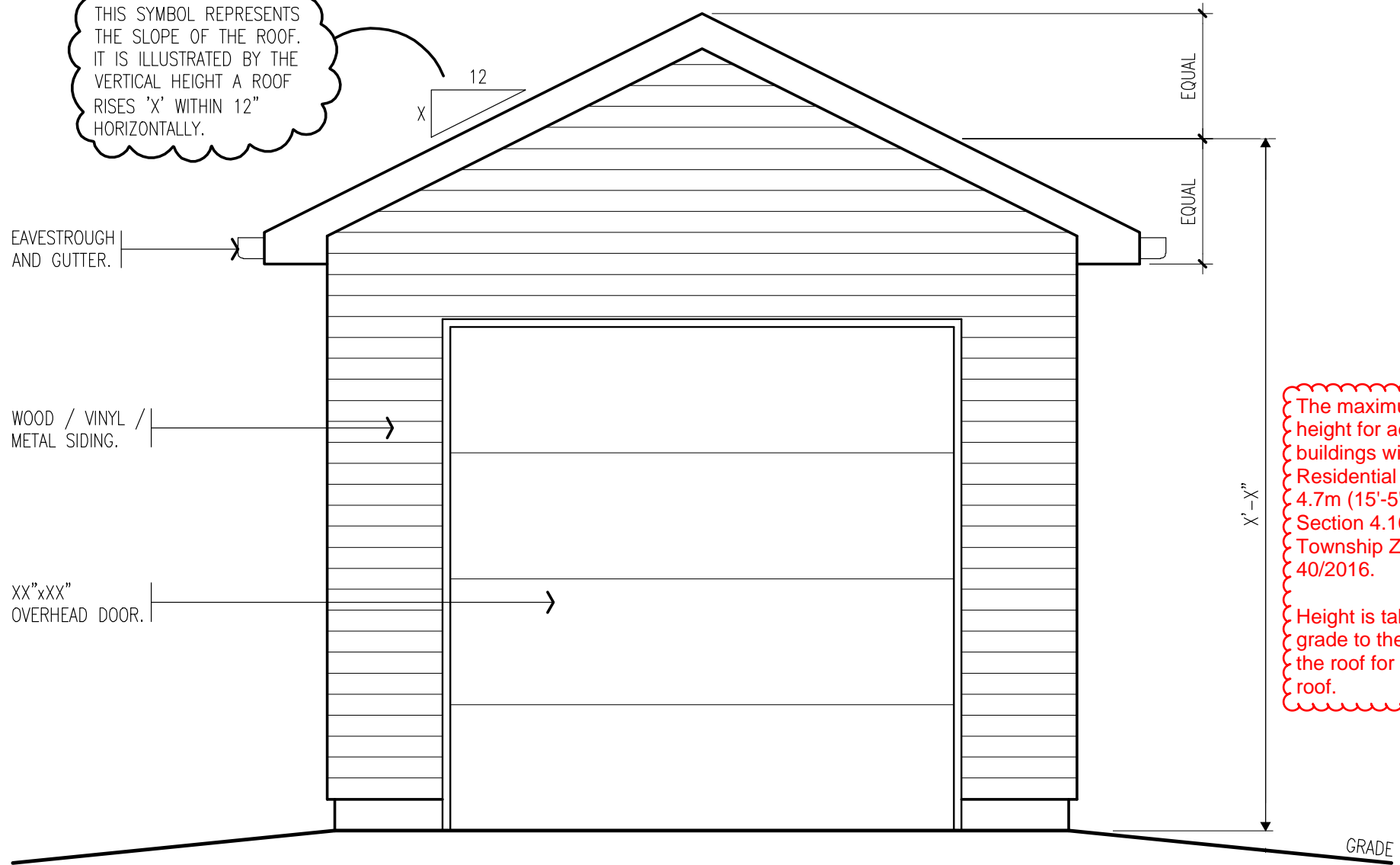
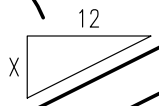
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3 of 7



Drawing Name:	Project:	Page:
Scale:	Address:	
1/4"=1'-0", 3/16"=1'-0" or 1/8"=1'-0" etc....	123 GUELPH/ERAMOSIA STREET	

THIS SYMBOL REPRESENTS THE SLOPE OF THE ROOF. IT IS ILLUSTRATED BY THE VERTICAL HEIGHT A ROOF RISES 'X' WITHIN 12" HORIZONTALLY.



The maximum building height for accessory buildings within Residential Zones is 4.7m (15'-5"), as per Section 4.10 of the Township Zoning By-law 40/2016.

Height is taken from grade to the mid-point of the roof for a gabled end roof.

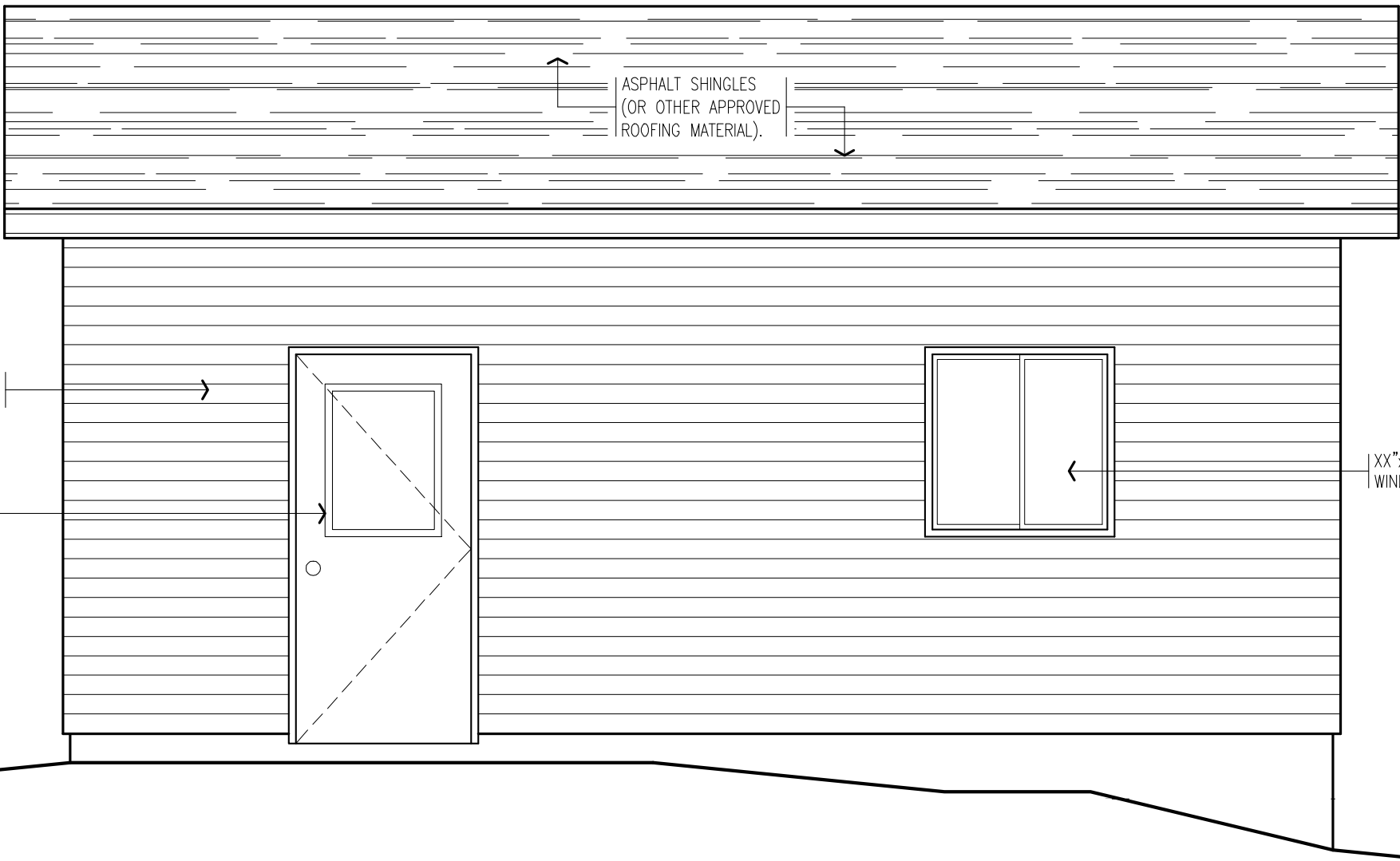
Drawing Name:  
**SAMPLE FRONT ELEVATION**

Project:  
**PROPOSED NEW SHED/GARAGE**

Page:  
**5 of 7**

Scale:  
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Address:  
**123 GUELPH/ERAMOSIA STREET**



Drawing Name:  
**SAMPLE SIDE ELEVATION**

Project:  
**PROPOSED NEW SHED/GARAGE**

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**6 of 7**

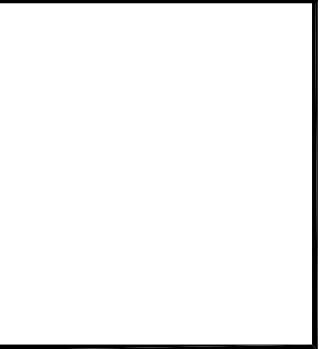
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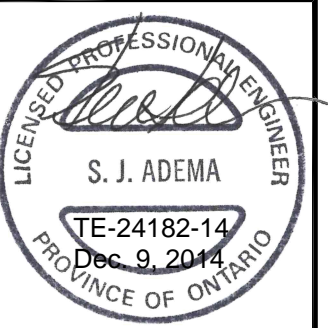


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Date	Issue
DEC. 9 2014	ISSUED FOR CONSTRUCTION



**TACOMA ENGINEERS**  
 176 Speedvale Avenue West  
 Guelph, Ontario N1H 1C3  
 Tel: 519.763.2000 Fax: 519.824.2000  
 www.tacomaengineers.com

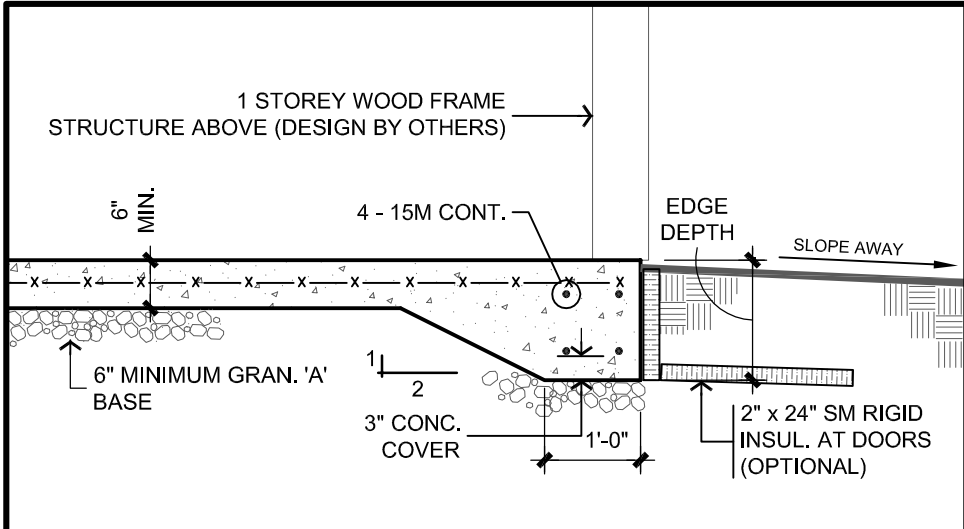


Project Title  
**TYPICAL FLOATING SLAB**  
 ONTARIO

Drawing  
**FOUNDATION PLAN & NOTES**

Scale	AS NOTED	Dwg. #	S1
Date	JUNE 2014		
Drawn By	JDH		
Project No.	TE-24182-14		

- DIRECTIONS FOR USE:**
- THIS FLOATING SLAB FOUNDATION DESIGN IS FOR A 1 STOREY WOOD STUD FRAMED STRUCTURE WITH NO MASONRY OR OTHER CRACK SUSCEPTIBLE FINISHES.
  - DETERMINE THE LARGER BUILDING DIMENSION, LENGTH OR WIDTH AND SELECT EDGE DEPTH FROM TABLE 1. NOTE: SLAB DESIGN IS NOT AFFECTED BY SPAN OF ROOF FRAMING ABOVE.
  - TO INCLUDE ATTIC TRUSSES ADD THE WIDTH OF THE ROOM TO BOTH THE LENGTH AND WIDTH.
  - TO ADD UP TO 48" OF MASONRY VENEER AROUND THE PERIMETER, INCREASE EDGE DEPTH BY 2", INSTALL VERTICAL CONTROL JOINTS IN VENEER AT MAX. 8'-0" O.C.
  - BUILDINGS THAT DO NOT MEET THE ABOVE CRITERIA SHALL NOT USE THIS DETAIL.



**1**  
 S1  
**EDGE DETAIL AT DOOR OPENING**  
 SCALE: 1/2" = 1'-0"

**TABLE 1**

LARGEST DIMENSION	EDGE DEPTH
MAX. 20'-0"	13"
MAX. 24'-0"	14"
MAX. 28'-0"	15"
MAX. 32'-0"	16"
MAX. 36'-0"	17"
MAX. 40'-0"	18"

**NOTE:**  
 FOR FOUNDATIONS WITH GREATER THAN 40'-0" DIMENSIONS, FOUNDATION DESIGN MUST BE COMPLETED BY A PROFESSIONAL ENGINEER

- GENERAL NOTES:**
- THIS DESIGN HAS BEEN COMPLETED TO THE 2012 ONTARIO BUILDING CODE.
  - CONTACT TACOMA ENGINEERS FOR CONSTRUCTION REVIEWS AS REQUIRED BY THE LOCAL MUNICIPALITY.
  - THIS FOUNDATION DESIGN SHALL NOT BE USED IN GEOGRAPHIC AREAS SUBJECT TO TERMITE INFESTATION.
- SITE & SOILS:**
- PREPARE THE AREA FOR PROPOSED STRUCTURE BY REMOVING ALL TOPSOIL AND ORGANIC MATERIAL FROM THE AREA OF THE BUILDING.
  - SLOPE FINAL GRADE AWAY FROM THE BUILDING.
  - BEAR SLAB ON GRANULAR FILL (6" MINIMUM) TO 98% STANDARD PROCTOR DENSITY OR 3/4" CRUSHED STONE ON SOUND ORIGINAL (NATIVE) SUBGRADE.
  - SUBGRADE SHALL BE SUITABLE FOR 75 kPa (1500 psf) SAFE BEARING.

- CONCRETE:**
- CONCRETE WORK SHALL CONFORM TO CAN/CSA-A23.1,2,3 FOR MATERIALS AND WORKMANSHIP.
- | CLASS OF CONCRETE | STRENGTH | W/C RATIO | AIR ENTRAINMENT |
|-------------------|----------|-----------|-----------------|
| C2                | 32 MPa   | 0.45      | 5 - 8%          |
- ALL CONCRETE SHALL BE KEPT MOIST DURING THE FIRST THREE DAYS OF CURING. DO NOT ADD WATER TO CONCRETE ON SITE.
  - ALL REBAR SHALL BE DEFORMED BARS WITH A MINIMUM YIELD STRENGTH OF 400 MPa. ALL LAP LENGTHS AS FOLLOWS:  
 A: 10M BARS 450mm (18")  
 B: 15M BARS 600mm (24")
  - PROVIDE A MINIMUM 9" LAP FOR WELDED WIRE MESH.
  - PROVIDE CONTINUOUS REINFORCING AROUND CORNERS WITH 15Mx24"x24" BENT DOWELS (FOUR DOWELS PER CORNER).
  - DO NOT SAWCUT SLAB.

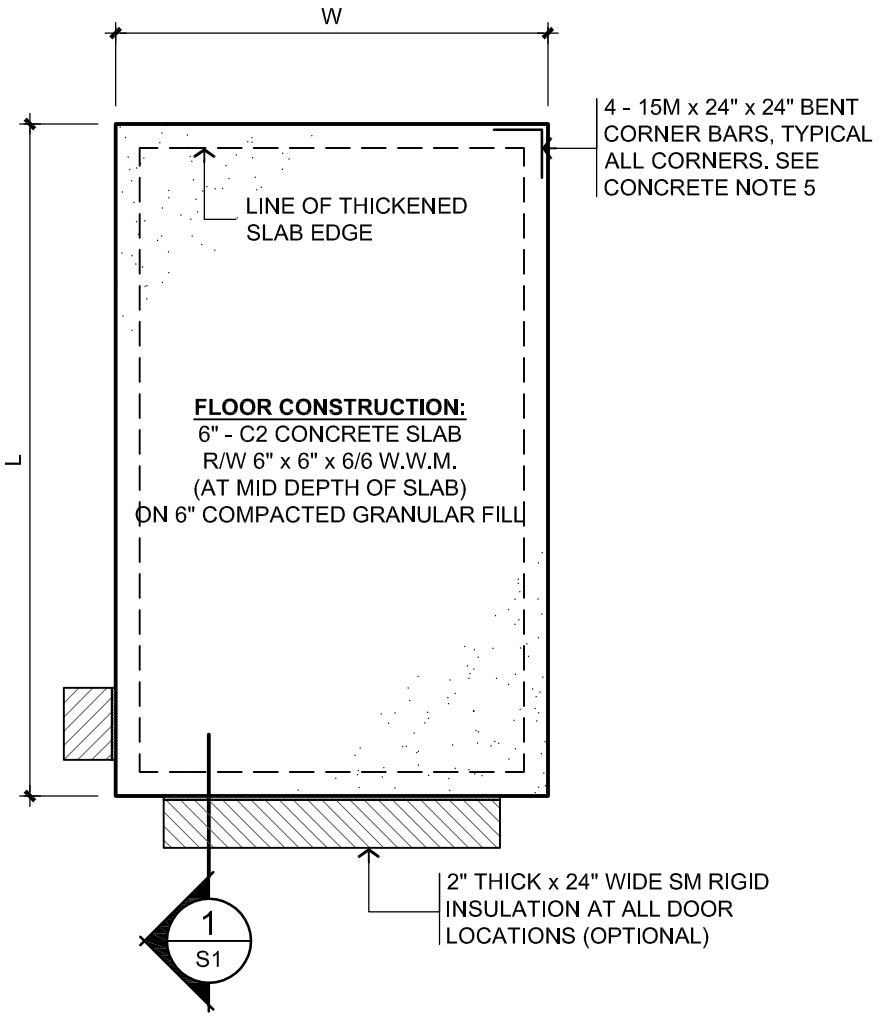
- INSULATION:**
- ALL INSULATION SHALL BE EXTRUDED POLYSTYRENE FOAM (XPS) TYPE IV, V, VI OR VII WITH A MINIMUM NOMINAL R-VALUE OF R5 / INCH.

**EXAMPLE 1:**

18'-0" x 36'-0" WITH 4'-0" BRICK VENEER.  
 FROM TABLE 1, FOR 36'-0" → SELECT 17" EDGE THICKNESS  
 FOR BRICK VENEER ADD 2" TO EDGE THICKNESS  
 ∴ INSTALL SLAB WITH A 19" EDGE THICKNESS

**EXAMPLE 2:**

24'-0" x 30'-0" WITH ATTIC TRUSS (12'-0" WIDE ROOM IN TRUSS SPACE)  
 EFFECTIVE SLAB DIMENSIONS (24'-0" + 12'-0") = 36'-0"  
 AND (30'-0" + 12'-0") = 42'-0"  
 EFFECTIVE SLAB DIMENSION IS OFF THE CHART ∴ USE OF THIS PLAN IS NOT PERMITTED.



**FOUNDATION PLAN**  
 SCALE: 1/8" = 1'-0"