

## 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 161 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
- 1 complete set of construction drawings
- Owner Authorization form, if applicant is not the property owner

**\*\*\* All forms, permit documents and construction drawings, to be submitted electronically in PDF Format Only**

### **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

## Timeline for Applications

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

## Where to apply for a building permit?

Please submit your complete application and permit documents on our e-Permitting software,

**Cloudpermit** 

For more information please visit:

<https://www.get.on.ca/living-here/building-permits-and-inspections>

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

*(Note: Once a Building Permit application has been submitted into Cloudpermit, question can be asked directly to The Building Department through the ‘workspace’ within Cloudpermit.)*

## 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

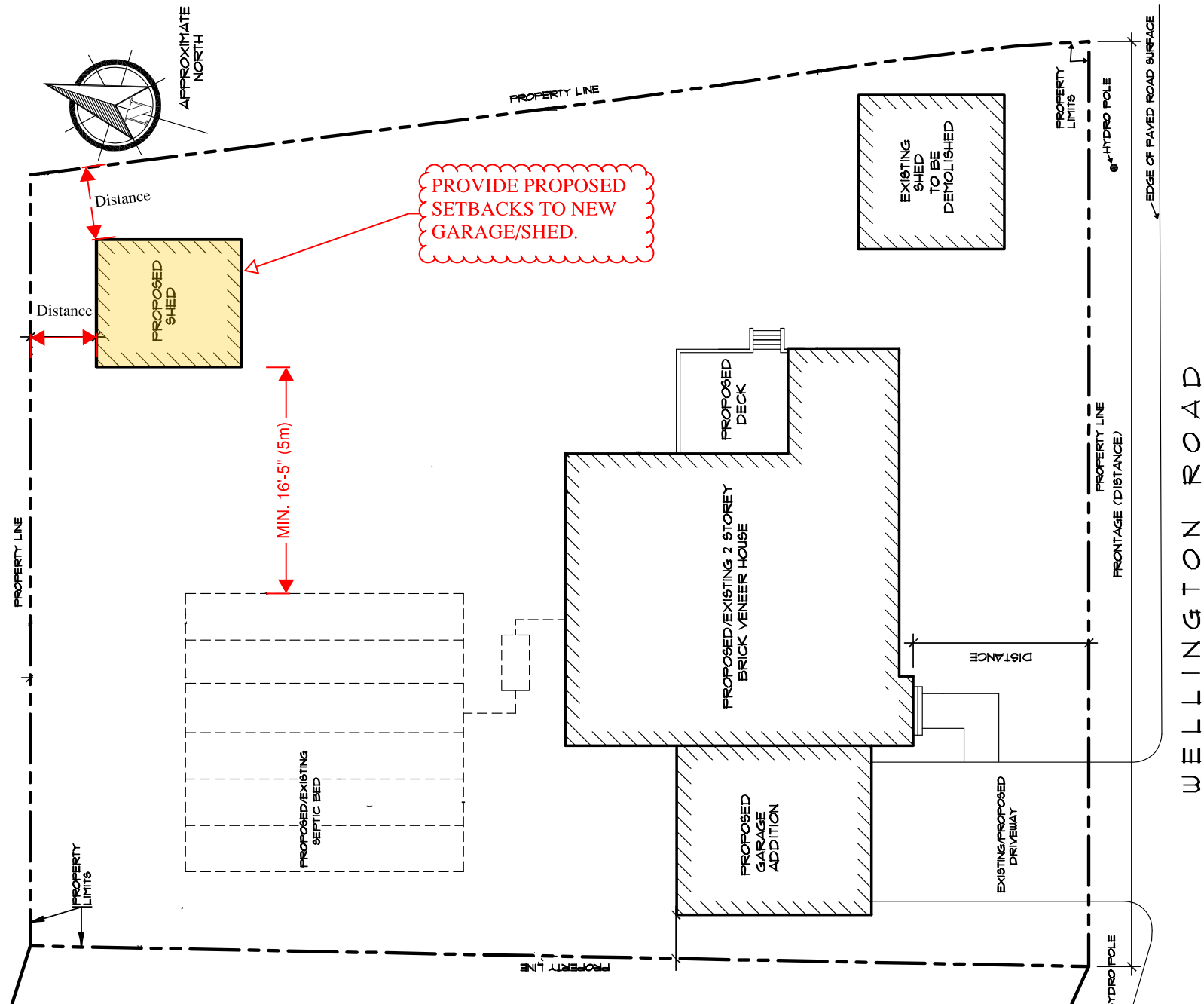
## Grand River Conservation Authority

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.

**Township of Guelph Eramosa**

8348 Wellington Road 124 • Box 700 • Rockwood, ON • N0B 2K0

Phone: (519) 856-9596 • Fax: (519) 856-2240



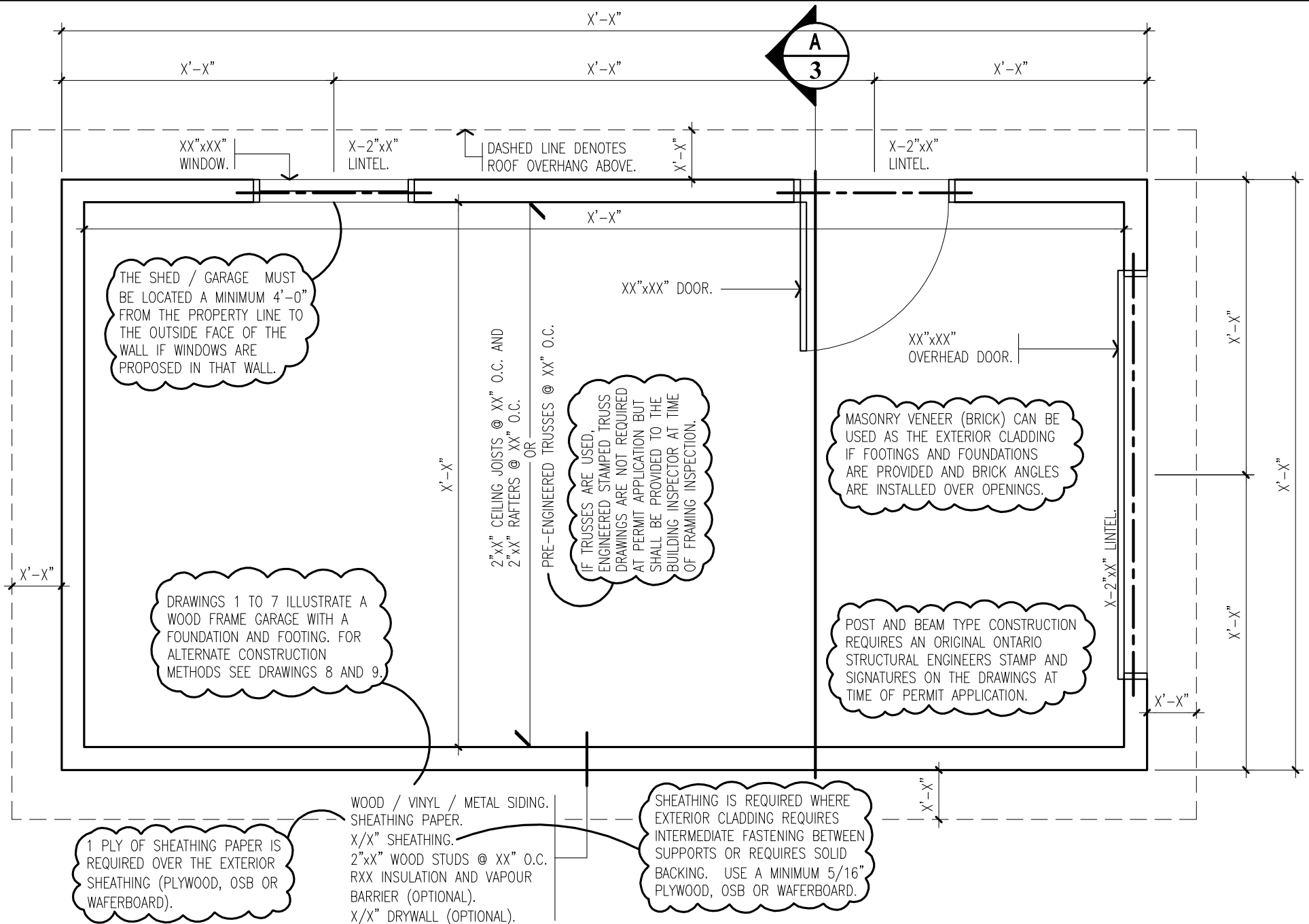
Drawing Name:  
SAMPLE SITE PLAN

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

Page:  
1 of 7



Drawing Name:

**SAMPLE FLOOR PLAN**

Scale:

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

Project:

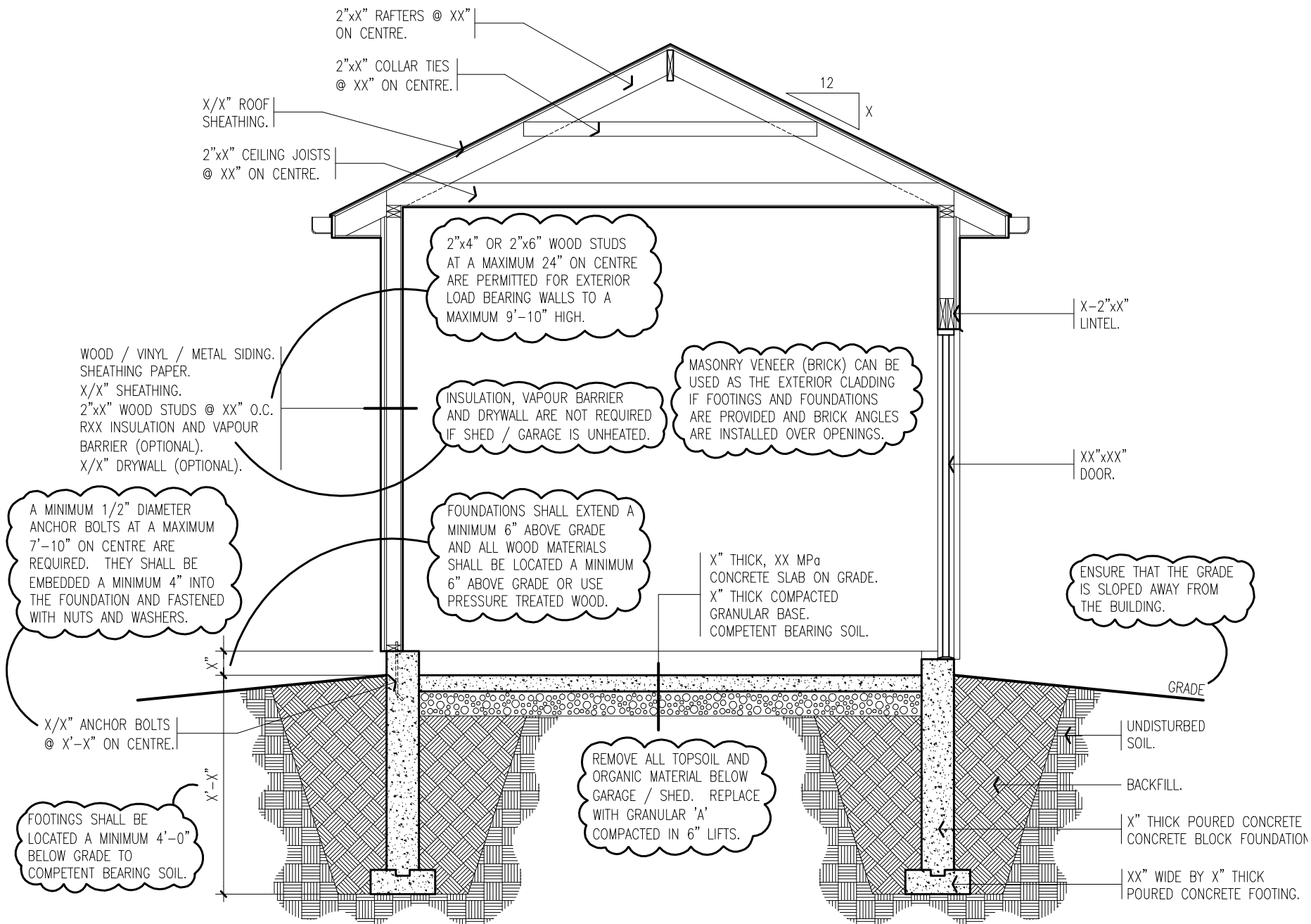
**PROPOSED NEW SHED/GARAGE**

Address:

**123 GUELPH/ERAMOSA STREET**

Page:

2 of 7



Drawing Name:

**CROSS SECTION**

Scale:

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

Project:

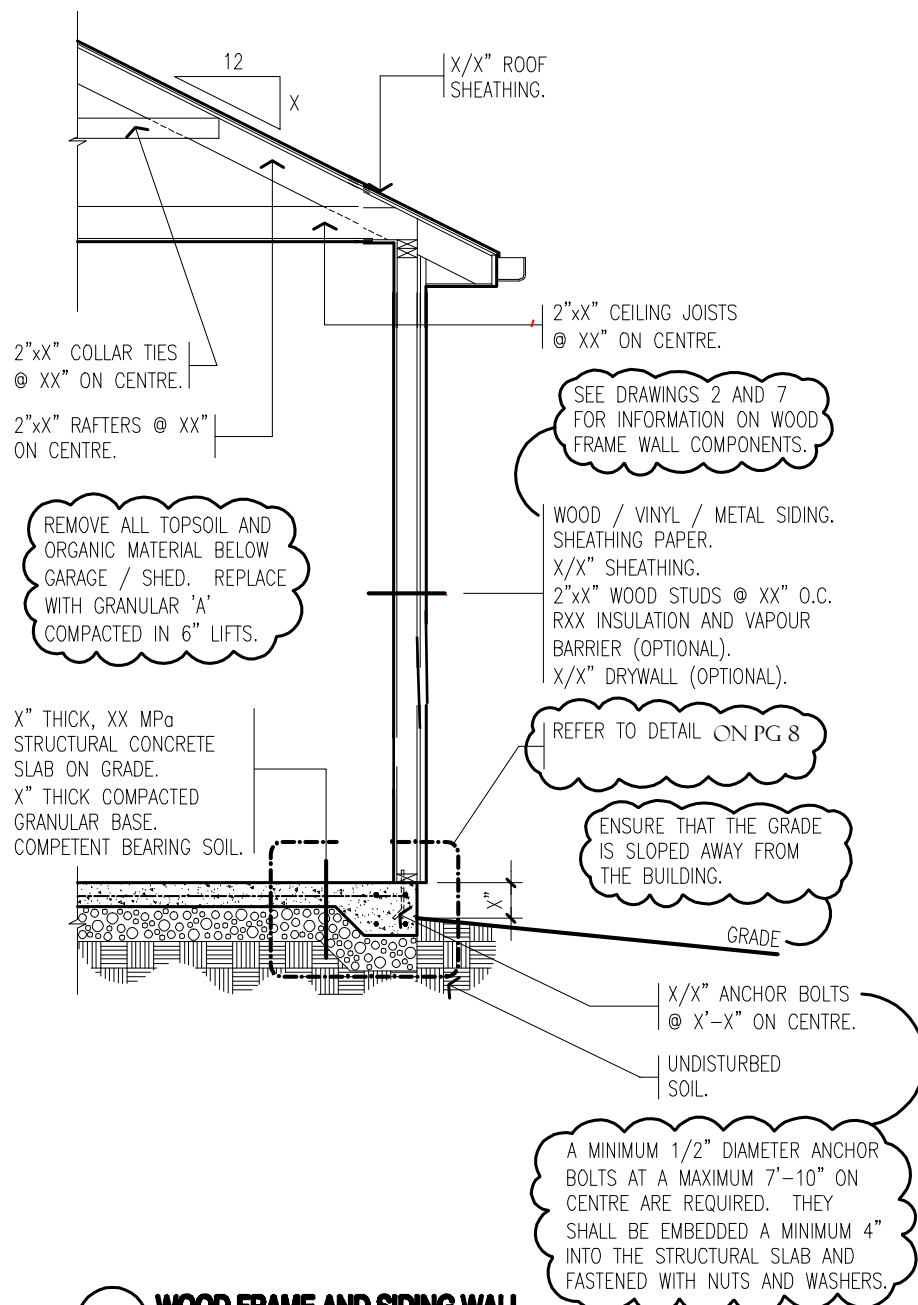
**PROPOSED NEW SHED/GARAGE**

Address:

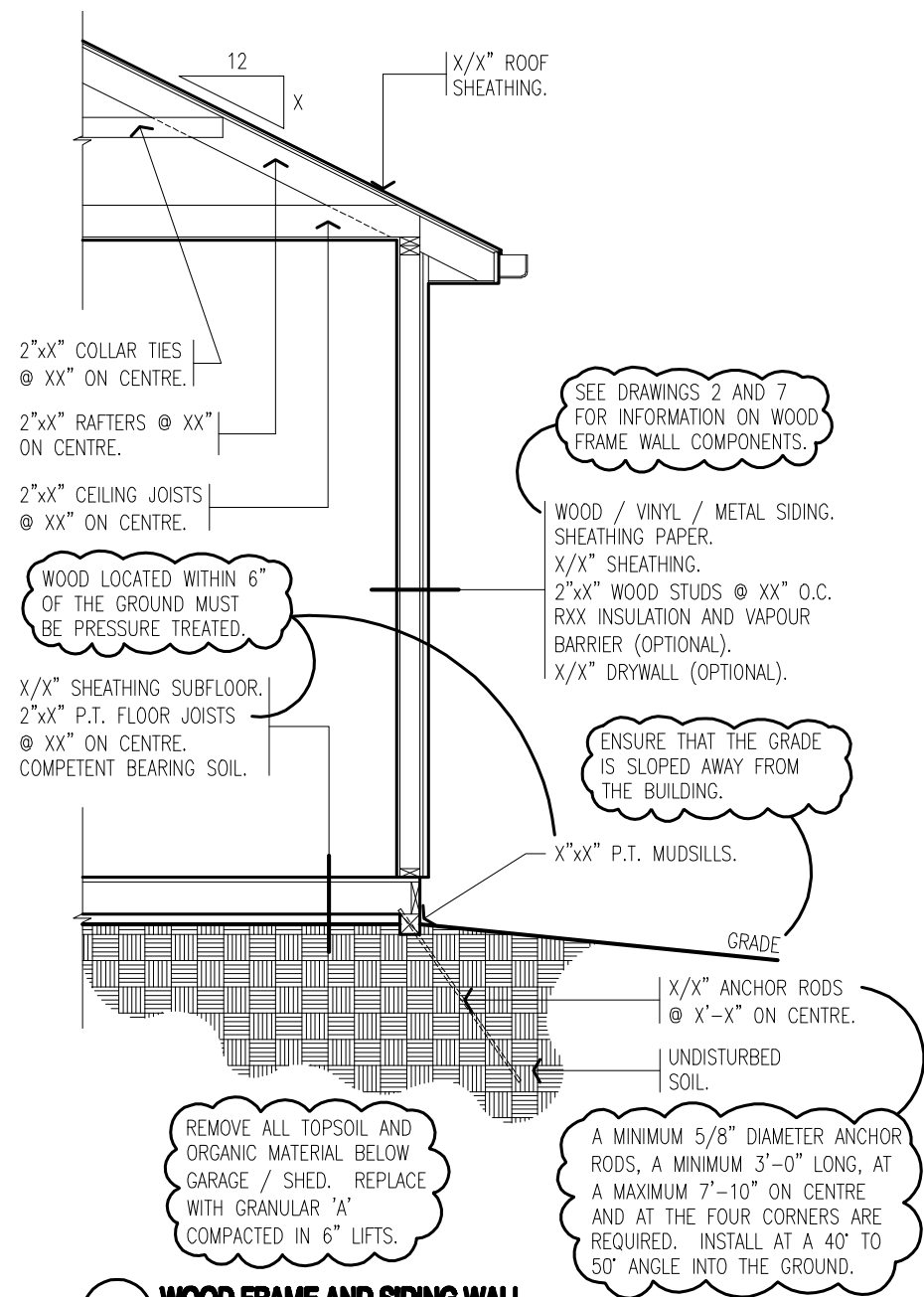
**123 GUELPH/ERAMOSA STREET**

Page:

**3 of 7**



**A WOOD FRAME AND SIDING WALL WITH STRUCTURAL CONCRETE SLAB**



**B WOOD FRAME AND SIDING WALL WITH PRESSURE TREATED WOOD MUDSILLS AND FLOOR**

Drawing Name:

**SAMPLE CROSS SECTIONS**

Scale:

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

Project:

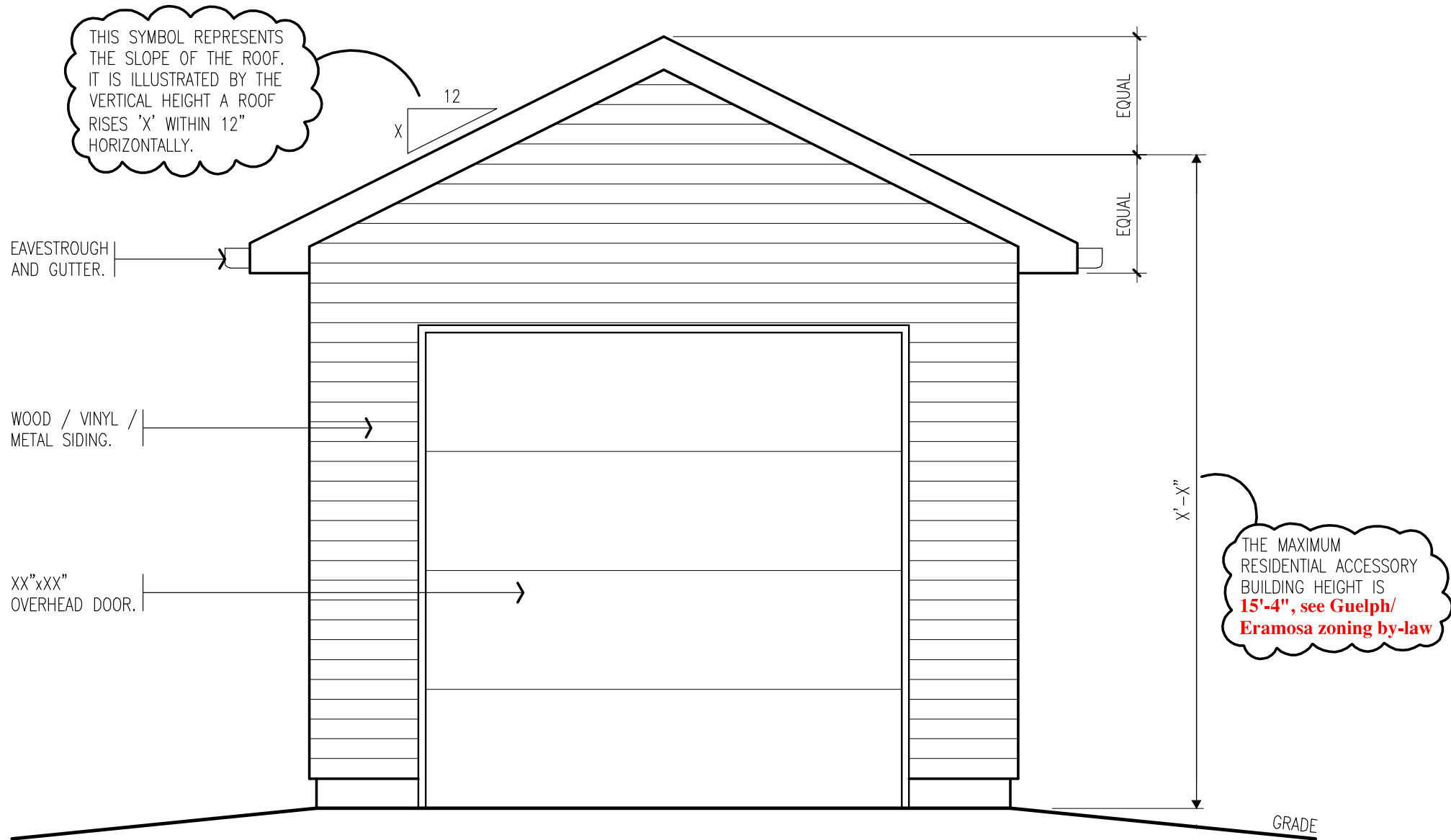
**PROPOSED NEW SHED/GARAGE**

Address:

**123 GUELPH/ERAMOSA STREET**

Page:

4 of 7



Drawing Name:

**SAMPLE FRONT ELEVATION**

Project:

**PROPOSED NEW SHED/GARAGE**

Page:

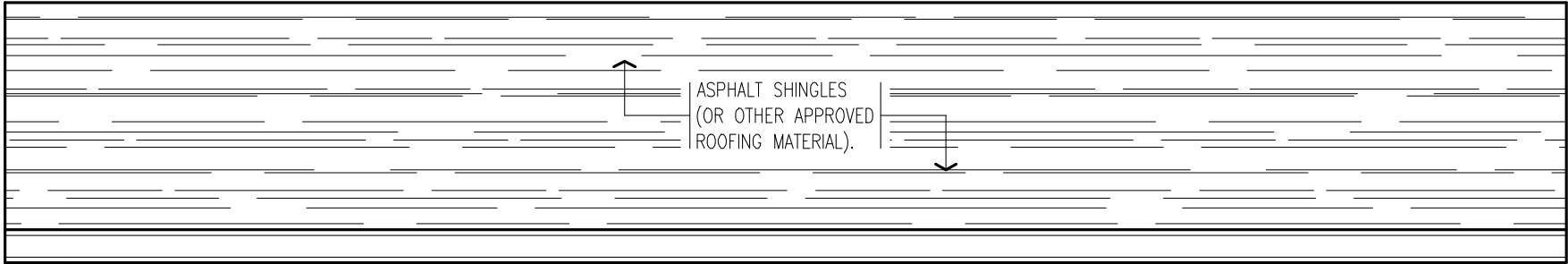
5 of 7

Scale:

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

Address:

**123 GUELPH/ERAMOSA STREET**



WOOD / VINYL /  
METAL SIDING.



XX" x XX" WINDOW  
IN DOOR.



XX" x XX"  
WINDOW.

GRADE

Drawing Name:  
**SAMPLE SIDE ELEVATION**

Project:  
**PROPOSED NEW SHED/GARAGE**

Page:  
**6 of 7**

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

Address:  
**123 GUELPH/ERAMOSA STREET**



DIRECTIONS FOR USE:

1. THIS FLOATING SLAB FOUNDATION DESIGN IS FOR A 1 STOREY WOOD STUD FRAMED STRUCTURE WITH NO MASONRY OR OTHER CRACK SUSCEPTIBLE FINISHES.
2. DETERMINE THE LARGER BUILDING DIMENSION, LENGTH OR WIDTH AND SELECT EDGE DEPTH FROM TABLE 1.  
NOTE: SLAB DESIGN IS NOT AFFECTED BY SPAN DIRECTION OF ROOF FRAMING ABOVE.
3. TO INCLUDE ATTIC TRUSSES ADD THE WIDTH OF THE ROOM TO BOTH THE LENGTH AND WIDTH.
4. 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.
5. BUILDINGS THAT DO NOT MEET THE ABOVE CRITERIA SHALL NOT USE THIS DETAIL.

EXAMPLE 1:

18'-0" x 36'-0" WITH 4'-0" BRICK VENEER.

FROM TABLE 1, FOR 36'-0" --> SELECT 17" EDGE DEPTH  
FOR BRICK VENEER ADD 2" TO EDGE THICKNESS

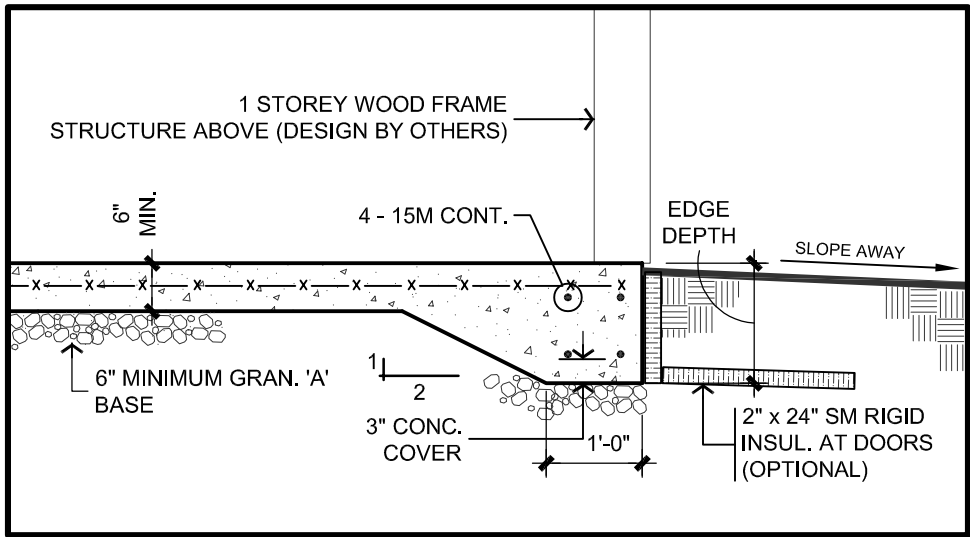
- INSTALL SLAB WITH A 19" EDGE DEPTH

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.



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:

1. THIS DESIGN HAS BEEN COMPLETED TO THE 2024 ONTARIO BUILDING CODE (r2024).
2. CONTACT TACOMA ENGINEERS FOR CONSTRUCTION REVIEWS AS REQUIRED BY THE LOCAL MUNICIPALITY.
3. THIS FOUNDATION DESIGN SHALL NOT BE USED IN GEOGRAPHIC AREAS SUBJECT TO TERMITE INFESTATION.

SITE & SOILS:

1. PREPARE THE AREA FOR PROPOSED STRUCTURE BY REMOVING ALL TOPSOIL AND ORGANIC MATERIAL FROM THE AREA OF THE BUILDING.
2. SLOPE FINAL GRADE AWAY FROM THE BUILDING.
3. BEAR SLAB ON GRANULAR FILL (6" MINIMUM) OR 3/4" CRUSHED STONE TO 98% STANDARD PROCTOR DENSITY ON SOUND ORIGINAL (NATIVE) SUBGRADE.
4. SUBGRADE SHALL BE SUITABLE FOR 75 kPa (1500 psf) SAFE BEARING.

CONCRETE:

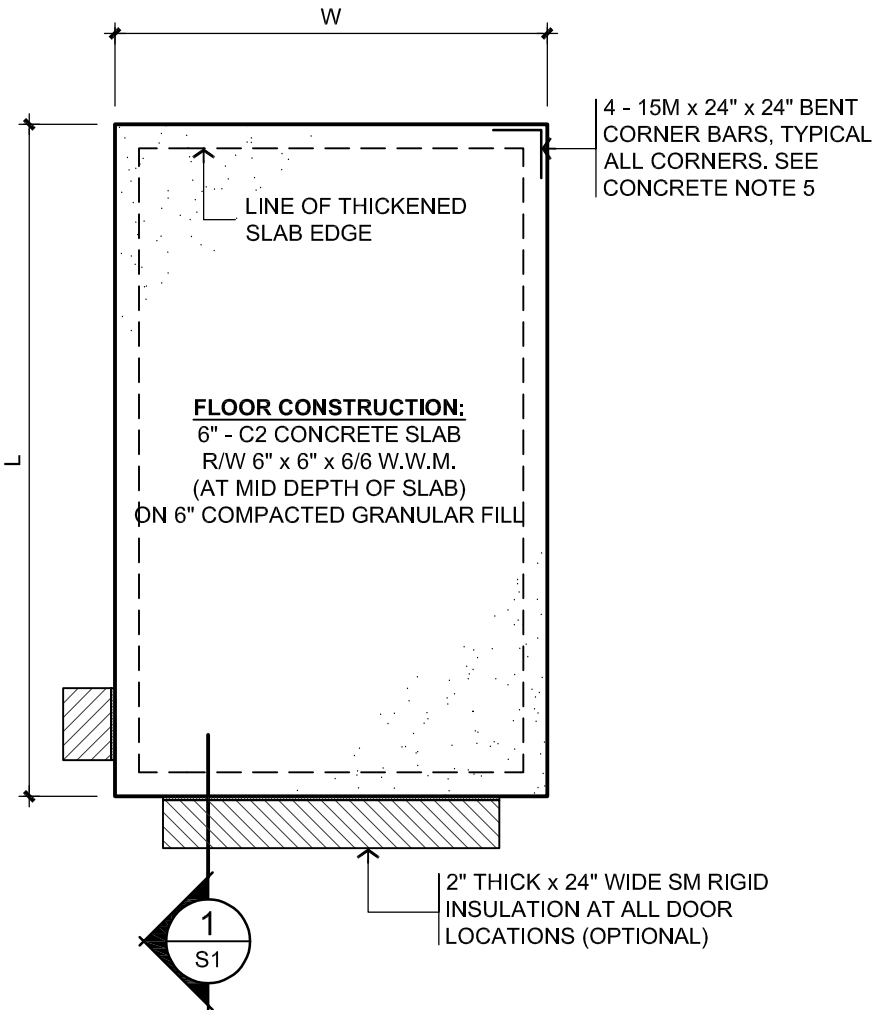
1. CONCRETE WORK SHALL CONFORM TO CAN/CSA-A23.1,2,3 FOR MATERIALS AND WORKMANSHIP.

CLASS OF CONCRETE	STRENGTH	W/C RATIO	AIR ENTRAINMENT
C2	32 MPa	0.45	5 - 8%
2. ALL CONCRETE SHALL BE KEPT MOIST DURING THE FIRST THREE DAYS OF CURING. DO NOT ADD WATER TO CONCRETE ON SITE.
3. 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")
4. PROVIDE A MINIMUM 9" LAP FOR WELDED WIRE MESH.
5. PROVIDE CONTINUOUS REINFORCING AROUND CORNERS WITH 15Mx24"x24" BENT DOWELS (FOUR DOWELS PER CORNER).
6. DO NOT SAWCUT SLAB.
7. 2 - 10M BARS CAN BE SUBSTITUTED FOR 1 - 15M BAR.

INSULATION:

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



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

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Date	Issue
JAN. 1, 2025	ISSUED FOR CONSTRUCTION

**TACOMA**  
ENGINEERS

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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	Dwg. #
AS NOTED	<b>S1</b>
Date	
JAN. 2025	
Drawn By	
JDH	
Project No.	
TE-44549-24	