

# Guide to an Accessory Building

## When is a building permit required for a garage or shed?

The Ontario Building Code requires a permit for any structure over 160 ft<sup>2</sup>.

Although a building permit is not required for a shed that is less than 160 ft<sup>2</sup>, compliance with the Town of Saugeen Shores Zoning By-law is required.

For general zoning information (i.e., minimum property setback requirements, maximum building size and height, etc.) please contact the Building Department at [building@saugeenshores.ca](mailto:building@saugeenshores.ca).

## How to apply for a building permit

The Town is pleased to offer residents, builders, and the business community an online application system to apply for and track your building permits.

The online building permit system allows you to apply for and to see the status of your application anywhere, at any time. You can start an application and finish it later and receive email updates on the status of your permit application. You can even request building inspections! Please visit [ca.cloudpermit.com](http://ca.cloudpermit.com) to apply for your building permit online. Step-by-step instructions can be found on our website at [www.saugeenshores.ca/building](http://www.saugeenshores.ca/building)

## What documents are required to apply for a building permit?

1. Designer's Schedule - Professional Designers require a BCIN number demonstrating their qualifications and insurance. Owners acting as designers may be exempt from certain qualifications, such as having a BCIN (Building Code Identification Number) but must still take responsibility for their own design by completing this form.
2. Site Plan or Survey of your property showing the size and location of all buildings on the property and the location of the proposed accessory building. Accurate measurements from the property lines to the proposed structure are required. This can be hand drawn but must be clear, accurate and include all necessary measurements
3. Construction Drawings – Detailed drawings of a fully dimensioned plan, cross section, and elevations. These drawings must be of professional quality, accurate, include all necessary dimensions, and drawn to scale.
4. Other information and/or approvals as required i.e. Saugeen Valley Conservation Authority approval, etc.

## Cost of a building permit

The cost of the permit is \$6.06 per sq. m with a minimum fee of \$165.18. We accept cash, cheque, debit and Visa/MasterCard as methods of payment.

## How long does it take to receive my build permit?

Once a complete permit application is submitted through Cloudpermit, the permit will be reviewed within a maximum of 10 business days.

## Required building inspections

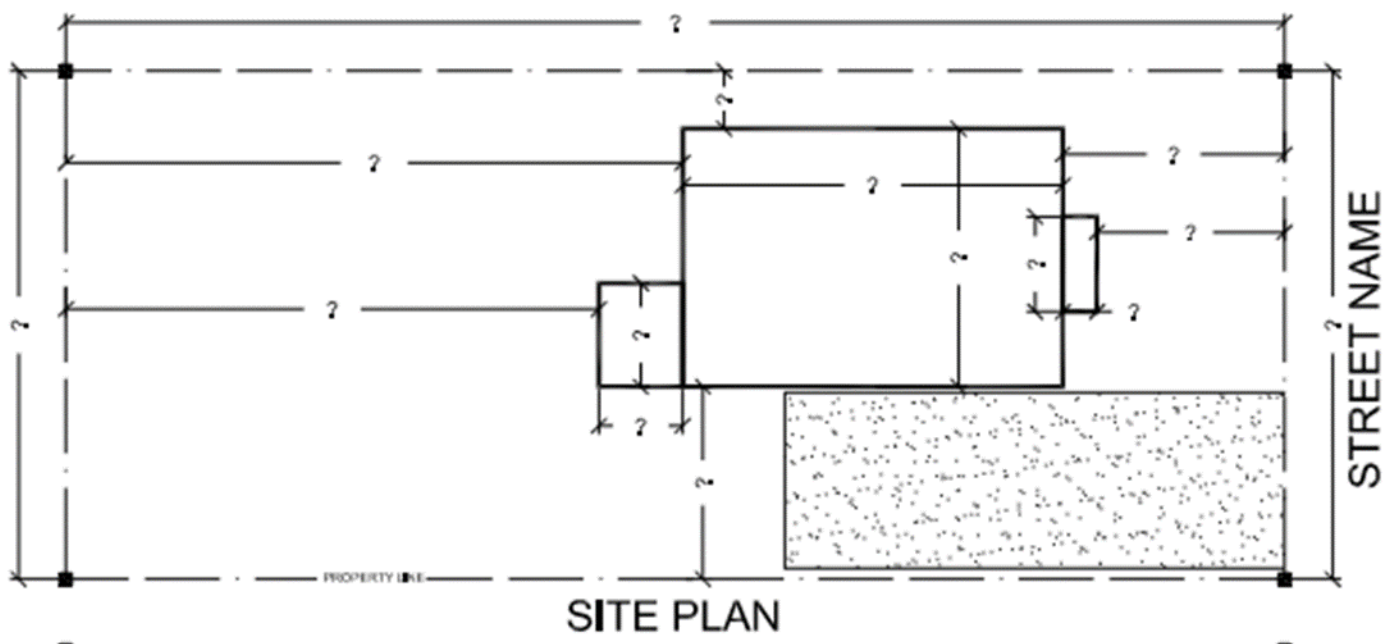
Building inspections are booked online through Cloudpermit. Please provide two business days' notice for an inspection request. Required inspections include:

- Excavation/Footing inspection – prior to the concrete being poured;
- Structural Framing inspection – once the framing is complete;
- Insulation Inspection (if applicable) – once the insulation and vapour barrier is complete;
- Final Building inspection – when the building is complete.

## Site plan example

Your site plan should include the following details:

- Measurements from property lines to proposed structure
- Dimensions of property
- Size/measurements of all existing buildings
- Size/measurements of proposed structure
- Location of private sewage system (if applicable)

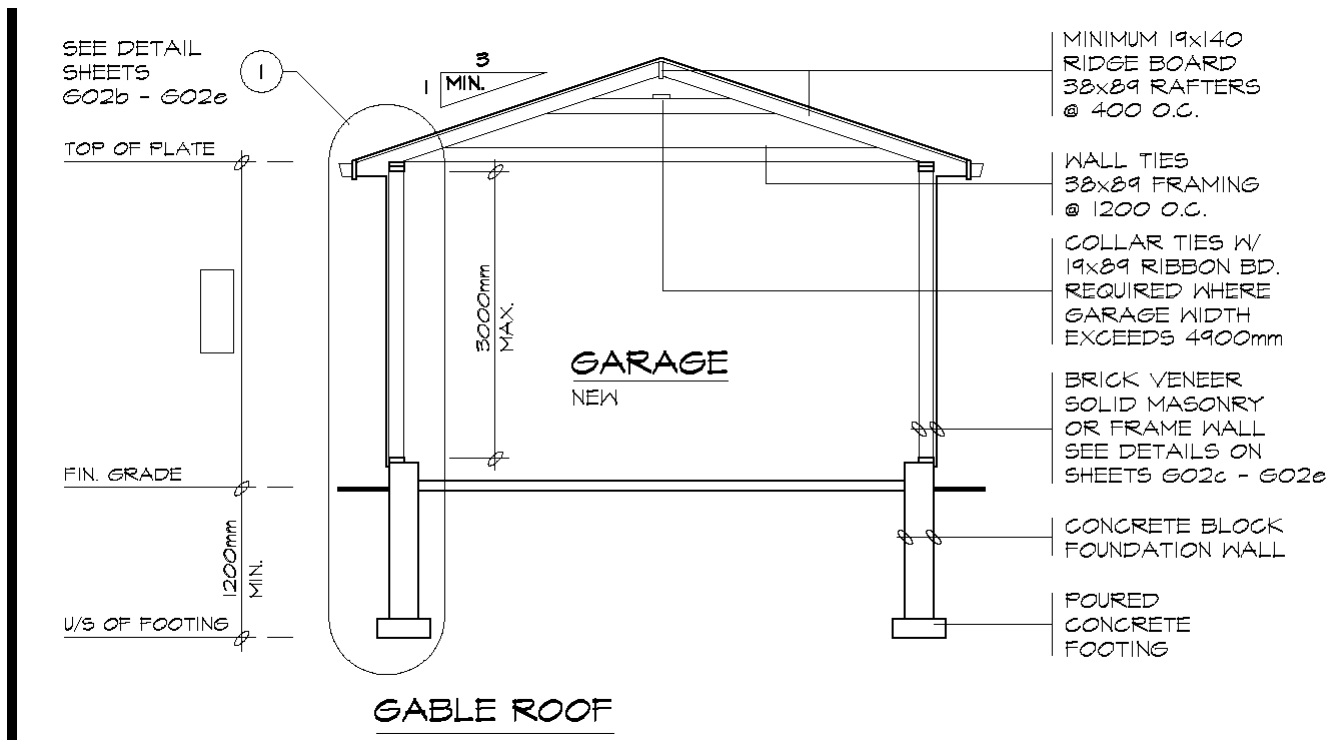


# Construction drawing examples

## Cross Section Example

Should include: (not limiting to)

- Slope of roof
- Roof rafter size and Spacing
- Roofing material
- Ceiling size and spacing
- Wall height
- Wall stud size and spacing
- Sheathing material and thickness
- Siding material
- Foundation type, depth, and size
- Footing size
- Grade level
- Floor thickness and construction
- Eave dimension



## Plan Example

Should include: (not limiting to)

- Length and width of building
- Size and location of windows
- Size and location of doors
- Beam sizes and spans
- Roof overhang
- Structural notes
- Roof constructions and direction

