

GUIDELINES FOR ACCESSORY STRUCTURES PERMIT



WHEN DO YOU NEED A BUILDING PERMIT?

- Accessory structure over 15 m² (161 ft²) such as: detached garage, workshop, shed, carport, pool house
- Any other case designated by the Ontario Building Code

Please refer to the checklist on the next page for required permit application documents.

In case a Building Permit is not required, the property owner is still responsible to ensure that no other By-Laws or Applicable Laws are contravened before commencing any work.

WHY ARE BUILDING PERMITS IMPORTANT?

Building Permits are required to ensure any construction is done safely. There are three main areas of consideration when building a structure:



ZONING BY-LAW

We'll look at where you plan to build to make sure it adheres to the City's Zoning By-law.

We'll consider things like:

- Is it appropriate for your neighbourhood?
- Will it create an overcrowding issue?
- Are there any issues related to zoning?



BUILDING CODE

We'll consider if your plan meets the minimum design and building requirements set out in Section 9 of the Ontario Building Code.

We'll consider things like:

- Does it pose a risk to public health and safety?
- What type of construction methods will be used?
- Does it prioritize sustainability?



FIRE CODE

It's important that your plan adhere to the Ontario Fire Code, which establishes the minimum requirements for fire safety.

We'll consider things like:

- What are the evacuation routes?
- Is there a fire prevention plan?
- What are the fire mitigation strategies?

ACCESSORY STRUCTURES PERMIT REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS AND RELATED APPROVALS

- Completed Building Permit Application
- Completed Schedule 1 Form "Designer Information"
- Energy Efficiency Design Summary (EEDS) if applicable
- Other Applicable Laws

MUNICIPAL ZONING AND OTHER BY-LAWS

- Planning Department approval: for questions related to building heights, setbacks, lot coverage percentages, permitted uses, heritage protection or conservation protection jurisdiction, please contact our Planning Department at 905-835-2900 or planning@portcolborne.ca.

PERMIT FEES

- See Permit Fee By-Law

CONSTRUCTION DRAWINGS

- Legible and scaled
- Two copies of each plan
- Sufficient for complete understanding and reviewing of your project (Site Plan, Floor Plans, Roof Plan, Elevations and Sections - all that apply): dimensioned, identifying materials
- If engineered material will be used, include the drawings and specifications from the manufacturer (trusses, LVLs, etc.)

Applicant's Name

Applicant's Signature

Date