



BUILDING DIVISION

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ACCESSORY BUILDING PERMIT REQUIREMENTS Over 10m² (108 ft²) and Under 600 m² (6460 ft²) (garages, shed, storage buildings)

- Permit applications to be completely filled out and signed
- Designer information 'Schedule 1' to be filled out
 - Designer's name and BCIN must appear on all drawings submitted for application.
 - Only accessory buildings less than 538 sq. ft. and related to a single or semi detached, or townhouse are exempt from BCIN.
- 2 copies of Approved Zoning/Grading Site Plan, should also include:
 - location of wells
 - location of septic system and/or site services (by licensed installer)
- 2 complete sets of construction drawings, drawn to scale (1:75 or 1/16"=1') including:
 - **Foundation Plans** (incl. size of walls, footings, and piers)
 - **Floor Plans** (overall dimensions, roof framing size, direction, span and spacing, door and window opening locations, sizes and lintel size)
 - **Building Elevations** from all sides showing grade location, floor height above grade, wall height, roof height, roof slope, cladding material, roofing material and window and door location and sizes
 - **Cross Section** (1 min) through the wall from footings to roof noting all materials in the foundation, wall and roof assembly
 - **Other Details Required:**
 - Truss Layout
 - Engineered Product Specifications and Layouts (ie: LVL or TJI Joists)
- Other approvals may also be required if applicable:
 - GRCA/LPRCA
 - MTO (Highway Corridor Management)
- Payment of all applicable fees in full