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:



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?



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?

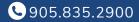


It's important that your plan adhere to the Ontario Fire Code. which establishes the minimum requirements for fire safety.

We'll consider things like:

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







ACCESSORY STRUCTURES PERMIT

REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS A	ND RELATED APPROVALS	
Completed <u>Building Permit Applica</u>	ation	
Completed Schedule 1 Form "Desi	g <u>ner Information"</u>	
Energy Efficiency Design Summary	<u>/ (EEDS)</u> if applicable	
Other Applicable Laws		
MUNICIPAL ZONING AND OTHER	R BY-LAWS	
	r questions related to building heights, se	_
	age protection or conservation protection	
contact our Planning Department	at 905-835-2900 or planning@portcolboi	rne.ca.
PERMIT FEES		
See <u>Permit Fee By-Law</u>		
CONSTRUCTION DRAWINGS		
Legible and scaled		
Two copies of each plan		
Sufficient for complete understand	ling and reviewing of your project (Site Pl	an, Floor Plans,
Roof Plan, Elevations and Sections	s - all that apply): dimensioned, identifying	g 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