



# Accessory Building

If a hydro line crosses the property in the vicinity of the proposed construction please contact Hydro One at 613-345-5944 x2301 to discuss potential clearance / setback

## This Permit Package Includes:

### 1. Requirements for Permit Submissions

### 2. Application for a Permit to Construct or Demolish, Construction Details & Site / Sketch Plan (pg 3-6)

Pages 3-6 **MUST** be completed in **FULL** & returned to the Township with applicable building plans

*\*failure to complete in full may result in delay of permit assessment / issuance*

### 3. Accessory Building Guide (pg 8-11)

### 4. Schedule A - Class of Permits & Permit Fees (pg 12)

**Do Not Commence** any  
Construction, excavation, installation prior to receiving your permit.

## **Requirements for Permit Submissions:**

- (i) All Areas of Permit Application (pg 3-6) MUST be completed prior to submission**
  
- (ii) Plans MUST be submitted by a qualified and/or registered designer with a BCIN number issued by The Ministry of Housing Unless the building is a:**
  - Construction of a building that is owned by that person (residential only)**
  
  - The extension, material alteration or repair of a residential unit containing not more than 2 dwelling units where no dwelling unit is located above another dwelling unit (required to be qualified but not registered with the Ministry)**
  
  - Detached residential accessory building that does not exceed 538 sq. ft. (50m<sup>2</sup>)**
  
  - Farm building less than 6460 sq. ft. (600 m<sup>2</sup>) and 2 storeys or less**

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

**Township of Elizabethtown-Kitley**

**CONSTRUCTION DETAILS**

**1. Construction Type**

Frame Protected Frame Veneer  
 Masonry Reinforced Concrete Steel  
 Other (*specify*) .....

**2. Soil Type** - Rock Clay Loam  
 Other .....

- Are special foundations required? Y N

**3. Foundation** - Wall Thickness .....

- Type: Poured Block  
 Other (*specify*) .....

**4. Footings** - **Size** .....

**5. Floor** - **Load** .....

**6. Water** Well  
 Other (*specify*) .....

**7. Heating** Gas Oil Electric Other (*specify*).....  
or N/A

**8. Ventilation** Required Ventilation Summary has been Submitted/attached.  
or N/A

**9. Please Indicate the Number Water Fixtures Proposed** ..... or N/A

**10. Septic Approval** Approval Obtained (See Submitted Copy of Approval).  
or N/A

**11. Fuel Burning Appliance: CSA or Other Approval** ..... or N/A

**12. Chimney Existing New: CSA or Other Approval** .....  
or N/A

\* Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.



# Site Sketch/Plan

Permit No. \_\_\_\_\_

Assessment Roll No. \_\_\_\_\_

1. **Lot Dimensions:** Lot Area \_\_\_\_\_ acres ±; Lot Dimensions \_\_\_\_\_ ft. ±

2. **Setbacks from Proposed Structure to Lot Lines (View from Road):**

Left Side Yard: \_\_\_\_\_ ft.

Right Side Yard: \_\_\_\_\_ ft.

Front Yard: \_\_\_\_\_ ft.

Rear Yard: \_\_\_\_\_ ft.

3. **Dimensions of: - Proposed Structure:**

Width: \_\_\_\_\_

Length: \_\_\_\_\_

Height: \_\_\_\_\_

Area Sq. Ft.: \_\_\_\_\_

**Distances to:**

**septic (tank and tile bed) Note:** New construction is to be a minimum of 5 ft. from septic tank and 17 ft. from tile bed. New construction not to be within mantle area.

**well**

***\*Please Include all of the above on the Site Sketch***

**To Be Completed in Full - Incomplete application forms will result in delay of processing**

Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.

## ROLES AND RESPONSIBILITIES OF THE BUILDER OR TO WHOM A PERMIT IS ISSUED

- Comply with BCA/OBC; 8.(11)
- Complete applications with required information; BCA 7.,8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA 1.(2), 8.(1), 34.(1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs.; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i.j)
- Notify on stages of construction; BCA 10.(2), [C]1.3.5.1(2)
- Occupy unfinished building after inspection; BCA[C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750). The law has changed.

Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contactors and those who hire them.

[www.wsib.on.ca](http://www.wsib.on.ca)

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically. Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to pipelines is 30 meters from the pipeline right-of-way. Pipeline Public Awareness 1-855-458-6715
- Compliance with Zoning By-law and other applicable law

Call Before You Dig – It's Free. In Ontario:

1-800-400-2255 or [www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com)

Ontario One Call: 1-800-400-2255. [www.on1call.com](http://www.on1call.com)

Pipeline Emergency: 1-888-982-7222

Pipeline Landowner Inquiries: 1-866-372-1601

### **DECLARATON OF BUILDER, APPLICANT OR OWNER:**

I \_\_\_\_\_ declare that I have read and understand the above information and agree to abide by these roles and responsibilities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# Township of Elizabethtown-Kitley

**Main Administration Office**  
6544 New Dublin Rd  
RR 2  
Addison, ON K0E 1A0



Ph: (613) 345-7480  
(800) 492-3175  
Fax: (613) 345-7235  
Email: mail@ektwp.ca

## **ACCESSORY BUILDING GUIDE**

This information package is intended to help you, the homeowner/contractor, to better understand the procedures in obtaining a building permit and other approvals which may be required. Also provided in this package is a list of required inspections.

We strongly urge you to read all of this information carefully and keep it handy for future reference. If you should have any questions, please contact the appropriate department.

We wish to emphasize that the Chief Building Official enforces the Ontario Building Code. Questions concerning Zoning or land use By-Laws should be directed to the Planning & Development Department. Issues respecting property drainage and lot grading may be registered on title to the property.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of an accessory building within the scope of Part 9 of the Ontario Building Code.



Part A

Application for A Building Permit

To apply for a building permit the following must be submitted.

**Plans and specifications**

Two set of drawings and specifications (including site plans) are required. After examination for conformance to the Ontario Building Code, one set of plans will be returned to the applicant and must be kept on site at all times (inspections will not be conducted without them.)

Construction must be in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Department for review.

Part B

Required Drawings and Specifications

**Site Plan**

dimensions of the lot  
location of all existing buildings, decks and other structures  
location and dimension of proposed building  
distance of all setbacks (front, rear & sides for the building)  
location of all easements  
grading and drainage  
walkways, driveways  
legal description of lot  
street name  
location of septic field and tank (if applicable)

**Foundation Plans**

If the building is constructed with a full foundation (4'-6' below grade), showing the following:

- size and location of both strip and column footings
- size and location of foundation wall
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)
- location of floor drain
- location and size of any checks in foundation

If the garage has a slab on grade, this plan can be incorporated into the floor plan. Any slab having an area greater than 538 sq.ft. shall be designed by a competent person or a Professional Engineer.

### **Floor Plans**

- uses of spaces
- size and location of doors and windows
- size and location of lintels, beams and
- posts/columns location of plumbing fixtures (if any)
- size, spacing and direction of roof framing
- members location and size of attic access

### **Cross Section**

showing the construction of the following assemblies:

roof

exterior wall (brick or siding and insulation, if any)

interior wall

foundation wall (including insulation, if any)

thickness and compressive strength of the floor slab

thickness of crushed stone provided

- size of footing
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- floor to ceiling heights
- roof pitch

### **Elevation Drawings**

showing all sides of the building indicating the following:

location and size of all doors and windows

exterior finishes

grade levels

finished floor to finished ceiling height

flashing

foundation indicated below grade (if applicable)

location and type of roof vents

### **Detail Drawings**

Provide detail drawings of any elements which may not be clearly shown or obvious on the above noted drawings.

### **Structural Elements**

Structural elements not prescribed in Part 9 of the Ontario Building Code may be required to be designed by a competent person or by a Professional Engineer.

The Building Permit card **MUST** be posted so it can be seen from a public right-of-way.

The Owner of the property is responsible to notify the Building Department at 613-345-7480 at least **48 hours** in advance of the stages of construction for the necessary inspections.

The following **MUST** be completed before any inspection, and a copy of the reviewed plans **MUST** be on site, otherwise the inspection *will not* be carried out.

**Backfill Inspection** *(For full foundation, prior to backfilling)*

column footings, anchor bolts  
required foundation wall bracing  
a Geotechnical Soil Report may be required depending on the soil

**Framing Inspection** *(Ready for insulation)*

wall framing  
construction of roof, including shingles  
installation of all exterior doors and windows  
electrical roughing completed

**Insulation and Vapour Barrier Inspection** *(If applicable, ready for drywall)*

placement of insulation in all required locations  
installation of vapour barrier  
sealing of all wires, receptacles, in walls and ceilings

**Final Interior Inspection**

Interior finishes  
Functional lighting systems  
Attic access hatch

**Final Exterior Inspection**

Exterior finishes  
Flashing and caulking

**Final Grading**

All site work is completed

## Building Permit Fees, as of July 1, 2023

Taken from Schedule A

By-law 23-39: Being a By-law to Establish Fees in the Township of Elizabethtown-Kitley

Class of Permit	Fees*
Building Work Orders	\$75.00
Deposit on New Construction	\$500.00
<b>Residential</b>	
New Single Unit Dwelling, Semi-Detached or Duplex (includes attached garage space)	\$1 per square foot, all floor areas excluding basement. If finished basement, add \$0.20/sq. ft.
Additions to Single Unit, Semi-Detached or Duplex Dwellings, includes attached garage area	\$1 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
Alterations and Repairs to Single Unit, Semi-Detached or Duplex Dwellings	\$0.75 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
Detached Residential Accessory Buildings, and any additions to such buildings	\$0.50 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
Decks, freestanding or attached	\$0.50 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
<b>Industrial, Commercial, Institutional or Public Buildings</b>	
New Buildings	\$0.40 per square foot <b>OR</b> \$300.00 minimum, whichever is greater.
Additions to Buildings	\$0.40 per square foot <b>OR</b> \$300.00 minimum, whichever is greater.
Alterations, Repairs and Minor Renovations	Greater of \$100.00 or \$5.00 for every \$1,000 of cost
<b>Farm (Farm Registration Number May Be Required)</b>	
New Farm Building	Greater of \$100.00 or \$0.15 per square foot to a maximum of \$750
Alterations, Repairs and Additions to Farm Buildings	Greater of \$100.00 or \$0.15 per square foot to a maximum of \$300
<b>Miscellaneous</b>	
Wood Stove or Fireplace Permit	Flat Rate \$200.00
Plumbing Permits	Flat Rate \$100.00
Demolition Permit	Flat Rate \$100.00
Transfer of Permit	Flat Rate \$100.00
Change of Use Permit	Flat Rate \$100.00 plus permit fee
Conditional Permit	Flat Rate of \$100.00 plus permit fee and a signed Agreement
Request for a Deferral of Revocation	Flat Rate \$100.00
Minimum Permit Fee	\$100.00 unless otherwise indicated
Pools (By-law 01-14 and By-law 05-32)	\$100.00
Outdoor Furnaces (By-law 07-08)	\$200.00

**\* Per square foot fees calculated based on exterior dimensions**