



BUILDING PERMIT GUIDELINES ACCESSORY BUILDINGS

Name: _____ Address: _____ Date: _____ Staff Initials: _____

Description		Required	Submission Status	Comments
Applicable Law	Zoning Confirmation	✓		
	Conservation Authority			If applicable
	Ministry of Transportation (MTO)			If applicable
Forms	Building Permit Application	✓		
	Schedule 1: Designer Information Small Buildings	✓		
Plans	Foundation Plan	✓		Refer to Guide
	Floor Plan	✓		Refer to Guide
	Exterior Elevations	✓		Refer to Guide
	Roof Framing Plan			If applicable
	Cross Section	✓		Refer to Guide
Engineered Products	Truss Layout & Profiles			If applicable
	Floor Layout			If applicable
	Beam Specifications			If applicable
	ICF - Insulated Concrete Forms CCMC approval & manufacturers details			If applicable
Misc	Letter of Agent			When application not signed by owner
	Permit Fee	✓		As per Fee By-law Calculated at submission

- Refer to Home Owner's Guide for further details
- Be advised that additional information may be required following a full review of your permit application package

2 COPIES OF ALL PLANS / DOCUMENTS ARE REQUIRED