

The Homeowners Building Application Checklist for Constructing a Residential Accessory Building

This checklist provides homeowner a summary of the Building Permit submission requirements for constructing a residential accessory building. Construction of an accessory building, including prefabricated buildings, occupying an area of greater than 10 square metres (108 square feet) requires a Building Permit. The [Ontario Building Code](#) outlines the minimum requirements for various elements, such as framing and foundation.

Required Drawings

Two complete sets of plans that are legible and drawn to conventional scale are required to be submitted with the Building Application Form.

Site Plan; Drawing Must Include:

- Lot lines including dimensions.
- Location of proposed accessory buildings dimensioned to other buildings and lot lines.
- Indicate any changes to grading (grading approval may be required).
- Lot area, main building area, and all other accessory building's area.
- Municipal address

Foundation Plan; Drawing Must Include:

- Footings and foundation walls
- Floor construction

Floor Plan; Drawing to Include:

- Wall location and thickness
- Window and door locations including sizes and lintels.
Roof construction including beams, rafters, joists or trusses, sizes and direction.

Elevations Drawing to Include:

- The general appearance of the accessory building from all four sides

- Indicate windows and doors
- Indicate exterior wall finish (e.g. siding)

Cross Section Drawing to Include:

- Foundation construction and depth
- Floor construction
- Wall construction including stud height
- Roof construction including roof pitch
- Height from grade to the mid-point from eaves to roof peak (not to exceed 14'8")

Inspections List:

Excavation:

- Required prior to placement of concrete footings.

Underground Plumbing:

- Required prior to covering underground plumbing (test required) Foundation
- Required prior to backfill of foundation Rough-In Plumbing
- Required at completion of plumbing rough-in, which includes drains, waste, vent and water piping system (test required).

Framing and Mechanical Rough-In:

- Required at completion of structural framing, and is satisfactory as required by the [Ontario Building Code](#).

Insulation/Vapour Barrier:

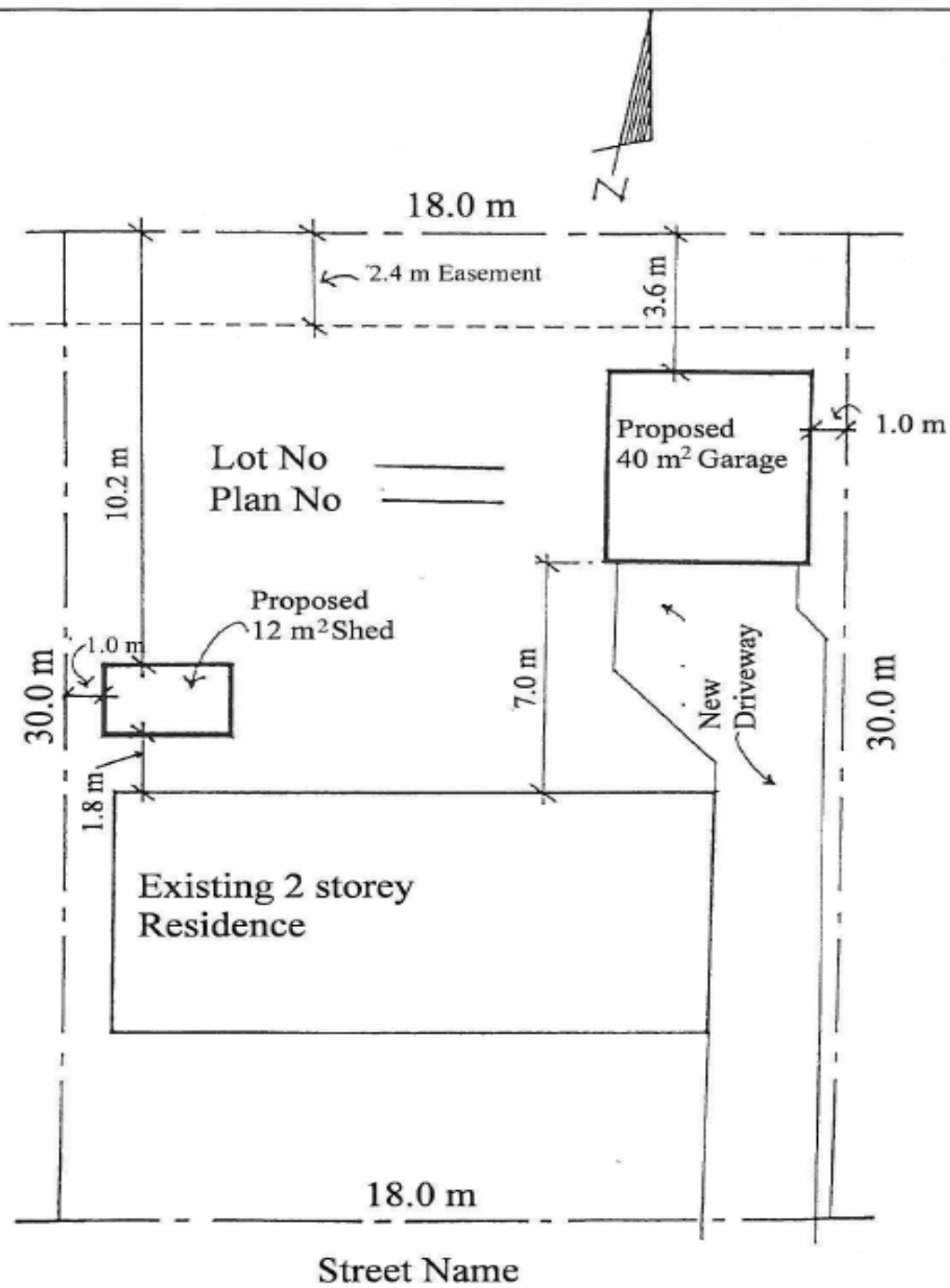
- Required at completion of insulation, air barrier and vapour barrier installation.

Plumbing Final:

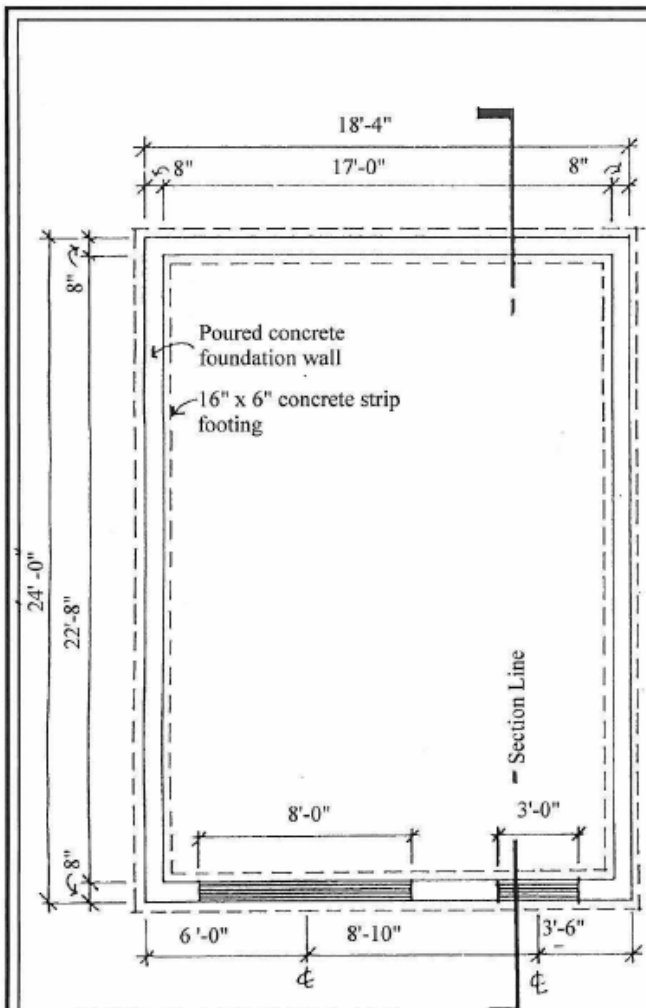
- Required at completion of plumbing system, fixtures and appliances (test required).

Final:

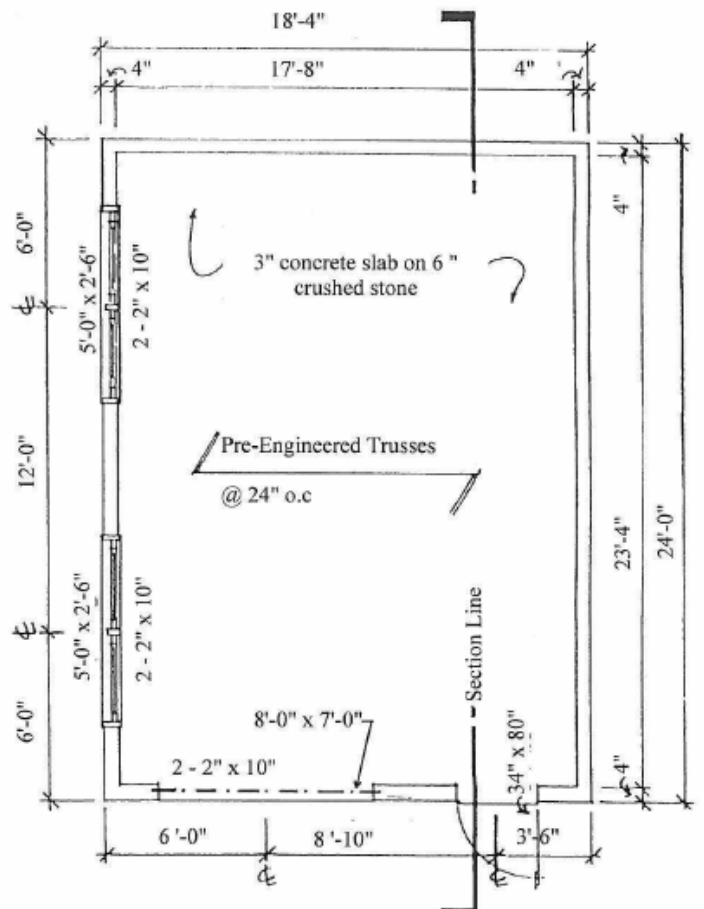
- Required at completion of building.



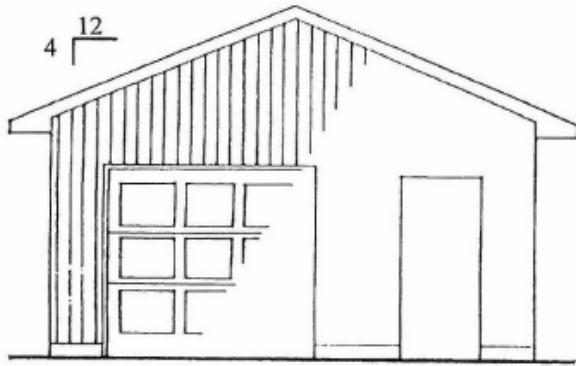
SITE PLAN
Scale 1:250



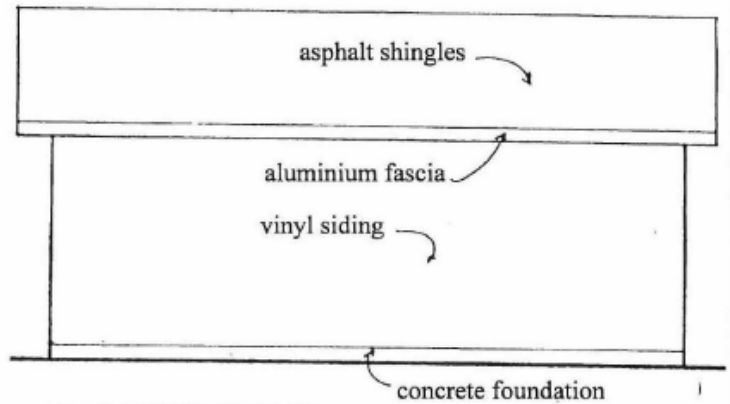
FOUNDATION PLAN
Scale 1/4" = 1'-0"



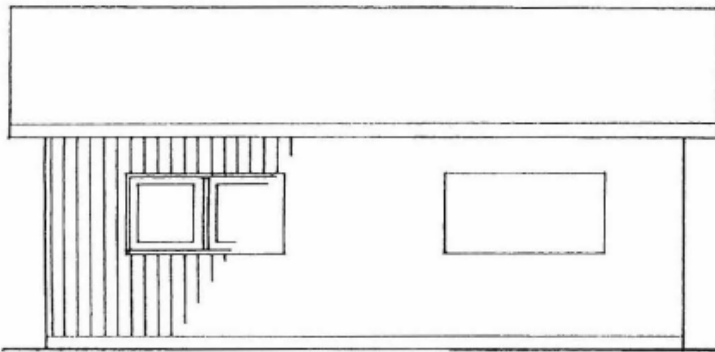
FLOOR PLAN
Scale 1/4" = 1'-0"



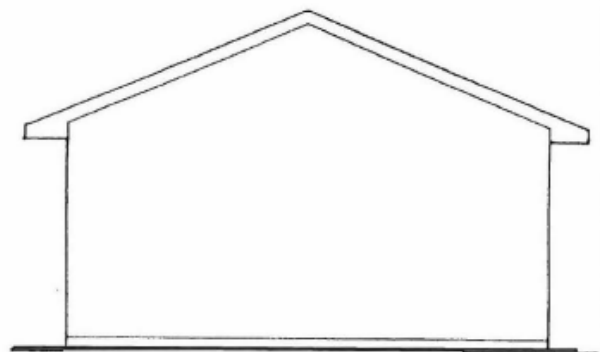
FRONT ELEVATION
Scale 1/4" = 1'-0"



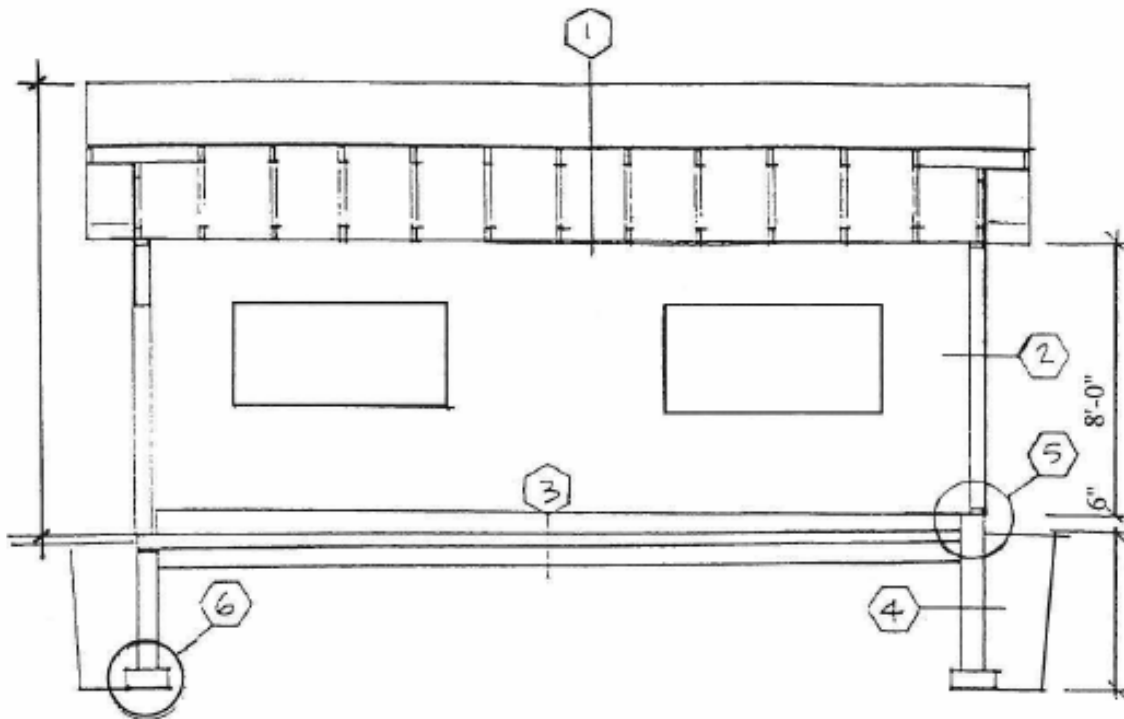
SIDE ELEVATION
Scale 1/4" = 1'-0"



SIDE ELEVATION
Scale 1/4" = 1'-0"



REAR ELEVATION
Scale 1/4" = 1'-0"



CROSS SECTION

Scale 1/4" = 1'-0"

CONSTRUCTION NOTES

① ROOF

- Asphalt shingles
- 1/2" plywood sheathing with H-clips
- Pre-engineered roof trusses @ 24" o.c

② EXTERIOR WALL

- Vinyl siding
- Sheathing paper
- 1/2" plywood
- 2" x 4" studs @ 24" o.c

③ FLOOR

- 3" concrete slab on grade, 4 650 PSI with 5-8% air entrainment
- 6" granular material

④ FOUNDATION WALL

- 8" poured concrete

⑤ ANCHORAGE

- 1/2" diameter anchor bolts @ 7'-10" o.c maximum.

⑥ FOOTING

- 6" x 16" continuous concrete strip footing