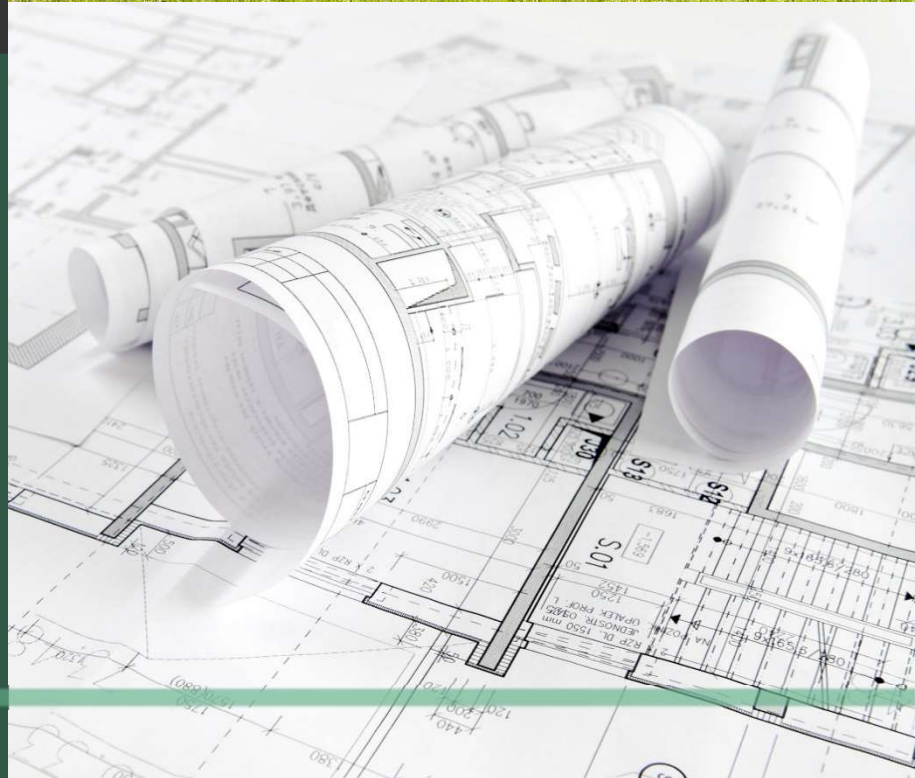


# ACCESSORY RESIDENTIAL BUILDINGS

GARAGES, SHEDS &  
BOATHOUSES

## Building Permit Package

A step by step guide for  
making a building permit  
application



Norfolk County Building Department  
Community Development Division

185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6  
norfolkcounty.ca



## ACCESSORY RESIDENTIAL BUILDING GARAGES, SHEDS, BOATHOUSES

Examples of an accessory building or structures include, garden sheds, utility sheds, detached garages or storage buildings, gazebos, greenhouses, pool houses/cabanas, large A/C units, exterior furnaces, etc.

### **Do I need a permit for an accessory building?**

A permit is required for an accessory building or structure detached, exceeding 10 sq m. (108 sq ft.) in size or contains plumbing fixtures.

A shed is exempt from obtaining a building permit provided that the shed,  
(a) is not more than 15 m<sup>2</sup> in *gross area*,  
(b) is not more than one *storey* in *building height*,  
(c) is not attached to a *building* or any other structure,  
(d) is used only for storage purposes ancillary to a principal *building* on the lot, and  
(e) does not have plumbing.

However; the provisions of Norfolk County Zoning By-Law 1-Z-2014 (3.2) still apply.

### **How can I build my accessory building or structure?**

Accessory buildings need to be constructed to the minimum requirements of the Ontario Building Code.

Buildings under 55 sq. m. (592 sq. ft.) in area may be constructed without full depth foundations provided they are sufficiently anchored, in general these buildings are usually built on floating slabs or pier type foundations.

There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provide guidance to the building permit process.



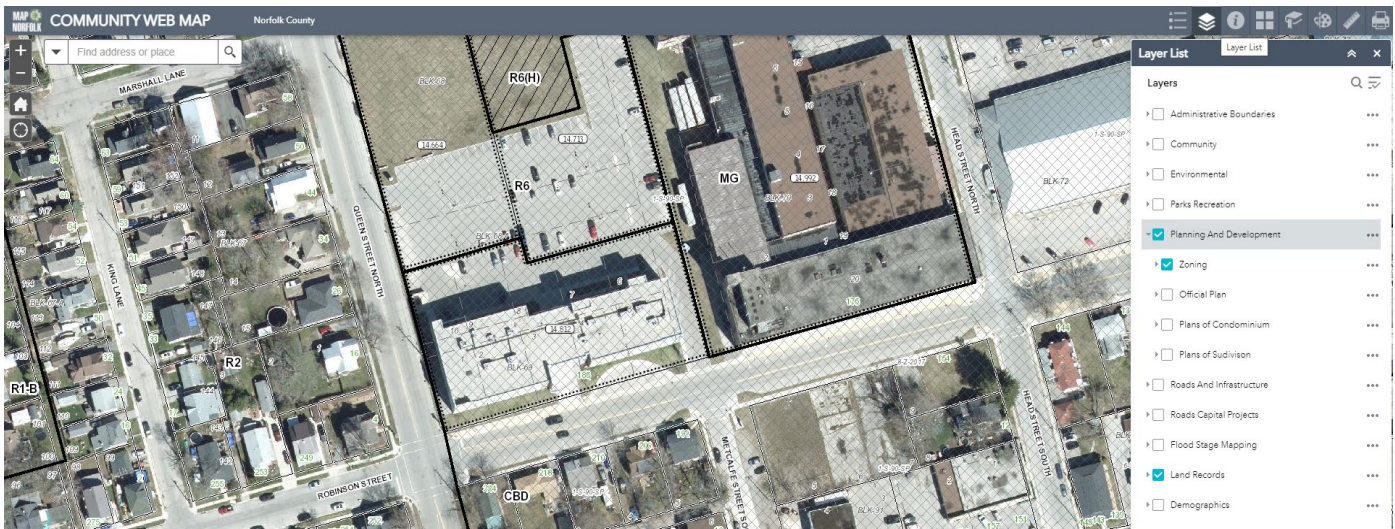
## STEP 1: Applicable Law.

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are included with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

## **Zoning Requirements.**

Finding the zoning associated with your property, is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning.



[Norfolk County Zoning Bylaw](#) is available online.

You will need to provide a plot plan for zoning review. Refer to Norfolk County Zoning By-Law 1-Z-2014(3.2). Boathouses are considered accessory buildings, but have their own regulations under; Norfolk County Zoning By-Law 1-Z-2014 (3.2.2)

This plot plan needs to include:

- Property lines and lot dimension,
- Location of building and all other structures on the lot,
- Location of all steps and landing,
- Distance from dwelling to property lines,
- Parking spots with dimensions,
- Location of septic system.

**Community Development Division - Building Department**

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application

### ZONING & SETBACK PROVISIONS:

	<i>Agr. Zone</i>	<i>RH Zones</i>	<i>RR Zones</i>	<i>R1-R6 Zones</i>	<i>Boathouses</i>
<b>Maximum building area</b>	May not occupy more than 10% of all acc. buildings on lot up to max. of 200sq m	May not occupy more than 10% of all acc. buildings on lot up to max. of 100sq m	May not occupy more than 10% of all acc. buildings on lot up to max. of 55sq m	May not occupy more than 10% of all acc. buildings on lot up to max. of 55sq m	May not occupy more than 10% of all acc. buildings of lot up to max. of 56sq m
<b>Setback from street/front property line (exterior side yard)</b>	13 m (43 ft)	6 m (20 ft )	6 m (20ft)	6 m (20 ft )	Front yard as per that zone. Exterior side yard 6 m
<b>Setback from rear lot line</b>	1.2 m (4 ft)	1.2 m ( 4 ft)	1.2 m (4 ft)	1.2 m ( 4 ft)	n/a
<b>Setback from side lot line (interior side yard)</b>	1.2 m (4 ft)	1.2 m (4 ft)	1.2 m (4 ft)	1.2 m (4 ft)	1.2m except if on a common lot line no setback
<b>Height (grade at front of building to peak of roof)</b>	6 m (20 ft)	6 m (20 ft)	5 m (16 ft)	5 m (16 ft)	5 m (16ft)

If your proposed building does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning: [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca) or 519-426-5870 ext. 1842.

Zoning: [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca) or 519-426-5870 ext. 1000.

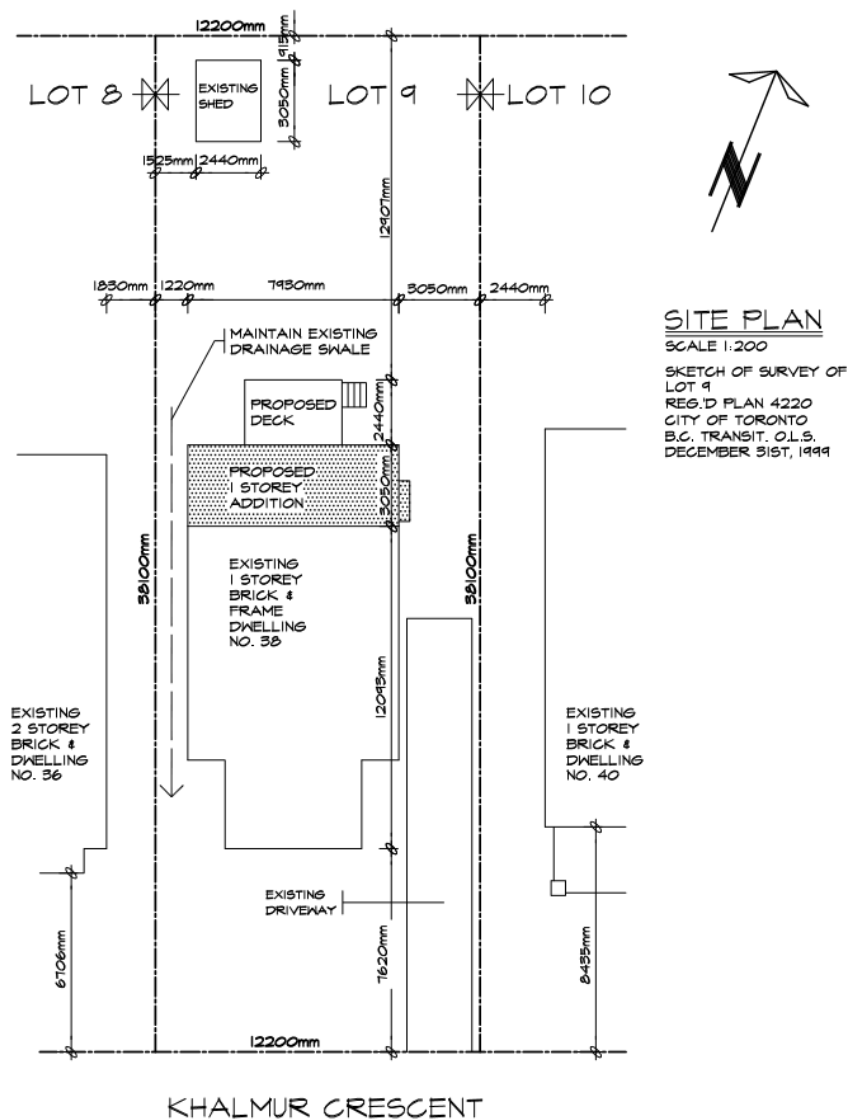
## Lot Grading.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under Norfolk County [Grading and Drainage By-law 2017-04](#).

Proposed grading plans needs to identify

- all surface features;
- existing and proposed structures;
- changes in grade and slopes in percent between such changes; and
- include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



## **STEP 2: Building Permits - What do I need to apply?**

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

As the property owner, you can complete the design yourself, or have a qualified individual with a BCIN number in House, an Architect or a Professional Engineer complete the drawings.

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the Regulations under this act tab. Accessory building construction is located in Division B, Part 9 of the code.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA)

If you are unable to complete the application, you should retain a qualified designer to assist you in completing the application.

### **Building Permits – Application Checklist.**

#### **Completed Forms**

- Building Permit Application Form
- Schedule 1: Designer Information  
*(note: A Schedule 1 is not required if building serves a house, and is under 55m<sup>2</sup> in building area)*
- Applicant Authorization Form, if application is not completed by the property owner,
- Applicable Law Checklist and supporting documents.
- Lot grading form or exemption request.

#### **Required Documents**

- Plot Plan:
  - Property lines and lot dimension,
  - Location/Dimensions of accessory building and all other structures on the lot,
  - Distance from accessory building to property lines,
  - Location of septic systems, tank and tile bed area.
- Lot grading plan.
- Drawing of the accessory building including:
  - Footing, foundations, anchorage,
  - Floor plan showing location and size of window and doors, lintel and beam sizes, stairs, landings, guards, handrails.

## **Community Development Division - Building Department**

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016

- Roof framing layout or truss layout including truss or rafter spacing,
- Elevation showing, location of windows and doors, height of building,
- Building cross section showing wall and roof construction, depth of foundations, grade, height of wall, overall height of the building.

## **Fees**

- Building Permit fee,
- Plumbing permit fee, (if applicable)
- Lot grading exemption. (if applicable)

## **STEP 3: Applying.**

**Online Portal:** Visit [Norfolk Permits Portal](#) and make your application online.



## **Building Department**

[Apply for a Building Permit  
Status and Fees](#)

**In Person:** Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario. Please call or email ahead and make an appointment.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

## **Step 4: Plans Review.**

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance zoning by-law and the building code.

## **Step 5: Inspections.**

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

**Need Help?** If you have any question on the building permit process or plans required, please contact [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016

*Revised October 2022*

## **Community Development Division - Building Department**

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016