

# AGRICULTURAL FARM BUILDINGS



## 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](http://norfolkcounty.ca)

## Agricultural, Farm Building Permit Package

Farm buildings need to meet the definition of a farm building in the Ontario Building Code and Norfolk County's Zoning By-law. Building for the storage of personal items / vehicles, workshops, or other accessory structures not used for farm purposes are not considered farm buildings and need to be designed to the requirements of the Ontario Building Code for their defined use.

### Building Code Definition.

Farm building means all or part of a building,

- a) that does not contain any area used for residential occupancy,
- b) that is associated with and located on land devoted to the practice of farming, and
- c) that is used essentially for the housing of equipment or livestock or the production, storage or processing of agricultural and horticultural produce or feeds.



### Do I need a Building Permit.

A building permit is required for all buildings over 10 square metres in building area. Buildings under this size still need to comply with the zoning by-law requirements.

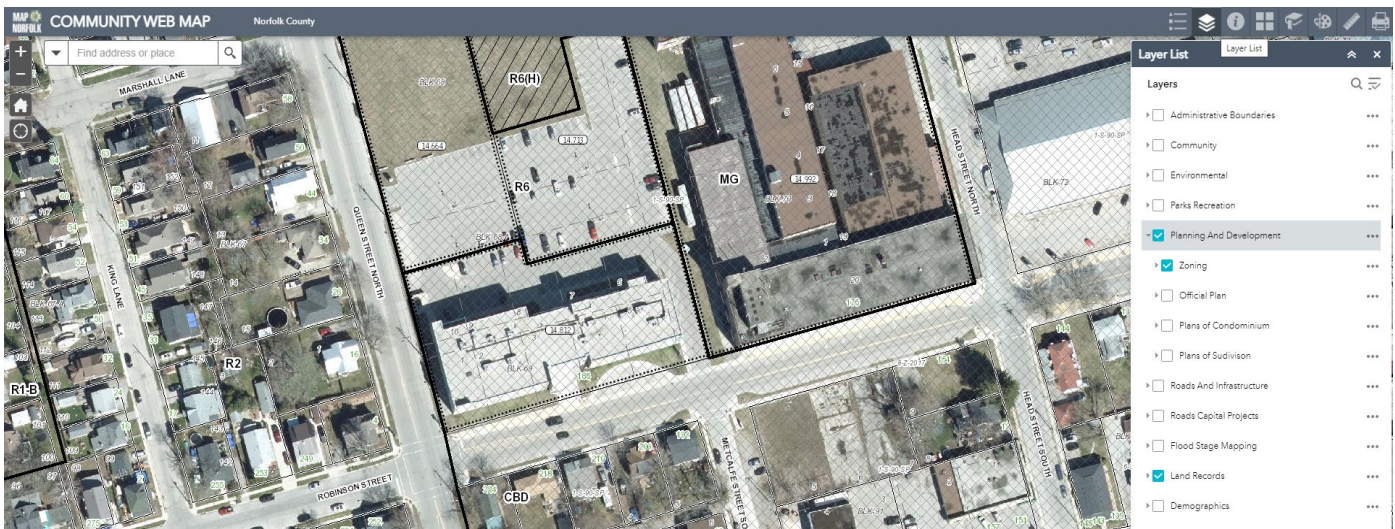
## **STEP 1: Applicable Law.**

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 attached 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.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

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

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.

Planning Department: [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.

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## Norfolk County Zoning Definition.

“FARM” shall mean the use of land, building or structure for agricultural purposes, such as, without limitation, the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry and maple syrup production, but does not include Cannabis Production and Processing. [25-Z-2018]

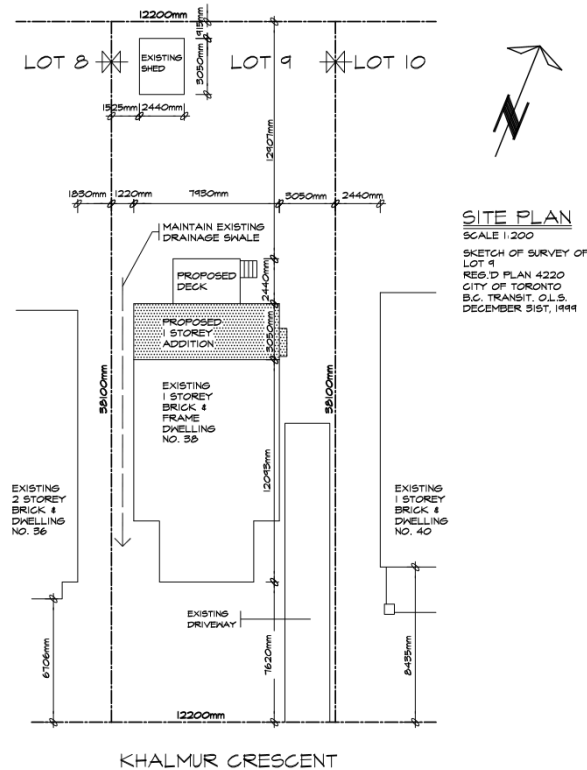
## Lot Grading.

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

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: Preparing your application.**

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

Anyone can design a farm building of low human occupancy under 600 square metres and under 3 storeys in building height. All other buildings require a Professional Engineer to 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 National Farm Building Code of Canada and the Ontario Building Code.

Farm building of low human occupancy (1 person per 40 square metres in building area) are permitted to be constructed to the National Farm Building Code of Canada 1995.

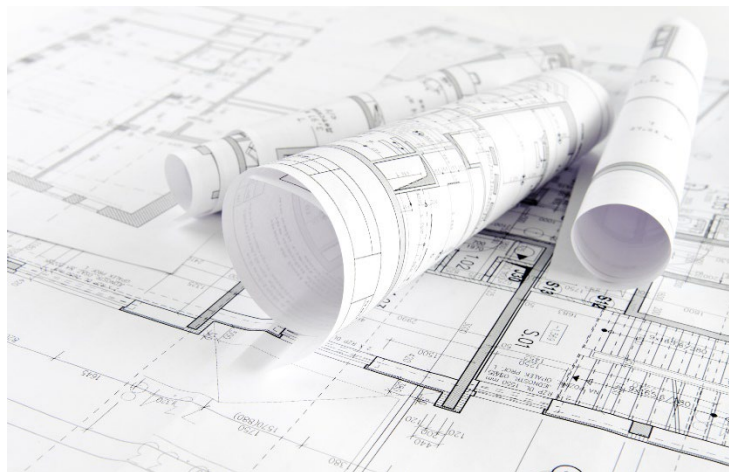
A small farm building under 600 metres square, and not more than 3 storeys in building height is deemed to comply with the structural requirements of the National Farm Building Code of Canada if it is designed and constructed with Supplementary Standard SB-11 “Construction of Farm Buildings”

Please contact the building department if the building is to contain multiple occupancies for additional requirements. Example: a farm building with retail space, or offices.

The [Ontario Building Code](#) is available online under the ‘regulations under this act’ tab.

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 and provide the required documents, you should retain a qualified designer to assist you in completing the application.



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## Building Permit – Application Checklist.

### Completed Forms.

- Building Permit Application Form.
- Commitment to General Review, if the building is over 600 m<sup>2</sup> or more than three storeys in building height.
- 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:
  - Plot Plan Property lines and lot dimension,
  - Location of farm building and all other structures on the lot,
  - Distance from farm building to property lines
  - Parking spots with dimensions
- Lot grading plan.
- Drawings of the farming building:
  - Footing and foundations,
  - Floor plans.
- Elevations.
- Cross sections of exterior wall from footing to roof.
- Roof layout or truss layout (where required).
- Engineered beam details (i.e. Parallam, Micro-lam, LVL's) (where required).

### Fees.

- Building Permit fee.
- Plumbing fee.
- Civic address (where applicable).



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## **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.

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 with 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.

### **Additional websites.**

Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA).

- [Agricultural Structures](#)

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