

Building Permit Application Requirement List: ACCESSORY BUILDINGS

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

1. Site Plan (plot plan or RPR), shall include:
 - North Arrow;
 - Property lines, shown and labelled;
 - Location of building(s) in relationship to property line; including front, rear, and side yard setbacks;
 - All easements and right-of-ways shown and labelled;
 - Existing utility services; and
 - Dimensions of proposed accessory building.
2. Accessory Building Detail Sheet.
3. Elevation Plan, (metric, to scale, 11" x 17"), shall include:
 - Elevations of each face of the building; and
 - Date of plan.
4. Letter of Authorization from the **property owner** registered on title, including contact information.
5. If accessory building is over 728 sq.ft., Engineer-stamped, site-specific design/details are required.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.

IMPORTANT

- Only complete applications will be added to the permit queue.
- If a listed requirement is missing, you will receive an email notification with instructions.
- Follow the instructions provided throughout the application process.

TIP: Name the documents that you upload the same as they appear in the Requirement List above. (Example, 'Site Plan', 'Floor Plan', etc.)