

# The Homeowner's Building Application Checklist for Constructing a Residential Accessory Building



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This checklist provides **homeowners** a summary of the Building Permit submission requirements for constructing a residential accessory building. Construction of an accessory building, including pre-fabricated buildings, occupying an area greater than 10 square metres (108 square feet) requires a Building Permit.

For additional details on the Submission Process, Application Forms, Fees, Approvals and Inspections, please refer to the Homeowner's Guide for Small Projects and Building By-law No. 18-2008 available online at: [www.hawkesbury.ca](http://www.hawkesbury.ca).

The Ontario Building Code outlines the minimum requirements for various elements, such as framing and foundation, and can be viewed on the Ontario Ministry of Municipal Affairs and Housing website at: <http://www.obc.mah.gov.on.ca/site4.aspx>.

Our Planner can advise on zoning regulations impacting your accessory building design, such as set backs to lot lines, building height and lot coverage. Please call 613-632-0106, extension 2020, for assistance.

## **Required Drawings**

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

### **Site Plan**

Drawing to include

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

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## **Foundation Plan**

Drawing to 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 roof peak.

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## **Additional Information**

A truss layout as supplied from manufacturer may be required, depending on the complexity of pre-engineered roof trusses. The joist layout as supplied from the manufacturer is required when pre-engineered joists are used.

## **Building Permit Application**

Submit a Building Permit Application to the Building Department at the municipal office. To expedite the Building Permit, ensure all applicable information is submitted with the required building permit fee.

## **Required Inspections**

For an Accessory Building to:  
Single, Semi-Detached, Rowhouse and Townhome Dwelling Units

At key stages of building construction, your work must be inspected to ensure that the applicable stage of construction complies with the Ontario Building Code. The permit plans and specifications must be on site and made available to the Building Official at the time of inspection. To ensure the availability of a Building Official, you should book inspections 24 hours in advance. Failure to have the appropriate inspection performed may result in your having to uncover and expose the work for inspection, or other Orders issued, etc.

**The Building Official(s) name and phone number are identified on the building permit. For a list of required inspections that may apply based on the proposed accessory building, please refer to the table on the next page.**

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## Required Inspections continued

<b>Inspection</b>	<b>Description</b>
<b>Excavation</b>	Required prior to placement of concrete footings.
<b>Plumbing - Underground</b>	Required prior to covering underground plumbing. (Test Required)
<b>Foundation</b>	Required prior to backfill of foundation.
<b>Plumbing – Rough-In</b>	Required at completion of plumbing rough-in, which includes drains, waste, vent and water piping system. (Test Required)
<b>Framing and Mechanical Rough-In</b>	Required at completion of structural framing, and is satisfactory as required by the Ontario Building Code.
<b>Insulation/Vapour Barrier</b>	Required at completion of insulation, air barrier and vapour barrier installation.
<b>Plumbing – Final</b>	Required at completion of plumbing system, fixtures and appliances. (Test required)
<b>Final</b>	Required at completion of the building. Final Occupancy Permit for a fully completed building will be issued by the Building Official.