



Garages and Sheds

Building Permit Information Guide

Municipal Office

NEW LOCATION
18 Manitou Cres W
Amherstview, ON

Mail to: Box 70, 263 Main St.
Odessa, Ontario
K0H 2H0
Phone: 613-386-7351
www.loyalist.ca

Office Hours

Winter
September through April
Mon – Fri 8:30 am – 4:30 pm

Summer
May through August
Mon – Thu 8:15 am -4:30 pm
Fri 8:15 am – 12:15 pm

Revised March 2021

Introduction

When planning to construct an accessory building such as a detached garage or storage shed, this guide will assist applicants in **determining when** a building permit is required **and what is required** for a complete building permit application submission. Applicants are encouraged to contact the Building Department prior to applying for a permit to discuss the requirements for their specific project.

When and Why Building Permits are Required

In general, a building permit is required for all structures greater than 10 m² (108 ft²). If a structure is less than 10 m², but contains plumbing, a permit is required. All structures must comply with the Township's Zoning By-law even if a building permit is not required.

Building permits are necessary to confirm compliance with the Ontario Building Code, the Township's Zoning By-law and other applicable legislation to ensure the safety of persons and property.

How to Obtain a Building Permit

Review this guide and contact the Building Department to discuss requirements for your specific project.

Prepare drawings, plot plan, complete permit application and obtain necessary documents.

Submit application to Building Department

Applications will be reviewed by staff for sufficiency of completion. Applicants will be notified within 2 business days if the application is incomplete. Incomplete applications will be placed on hold until all necessary information is received. Complete applications will be reviewed within 10 business days.

A Building Inspector will contact you to inform you of any additional information required or to advise the permit has been approved.

Visit the Township office to pick up the permit, sign paperwork and pay fees. The permit is not considered issued until all fees have been paid.

Permit Fees

2021 Building permit fees for garages/sheds are calculated at \$15 per \$1,000 of construction cost. Construction cost is calculated at \$50 per square foot. The minimum building permit fee of \$100 applies to all permits. A \$200 fee will be added to any garage/shed that is started without a permit.

Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email info@loyalist.ca.

Building Department

Development Services Analyst

Ashley MacPherson
ext.128
amacpherson@loyalist.ca

Chief Building Official

Mark Parkinson
ext. 174
mparkinson@loyalist.ca

Building Inspectors

Randy Sangster
ext. 125
rsangster@loyalist.ca

Stephen Mailloux
Ext. 127
smailoux@loyalist.ca

Amy Grenier
ext.136
agrenier@loyalist.ca

Jordan Van Leuken
ext.143
jvanleuken@loyalist.ca

Administrative Assistant

Jane Austin
ext. 126
jaustin@loyalist.ca

Additional Approvals & Design Considerations

Approvals from Other Agencies

In some circumstances, approvals are required from other agencies before the Township can issue a building permit. Applicants are encouraged to contact the Building Department prior to applying for a permit to determine if other approvals may be required for a specific project.

Cataraqui Region Conservation Authority

Approval may be required from the Cataraqui Region Conservation Authority (CRCA) if your project is within 15m of a floodplain; 50m of the top of bank of a water course; 120m of a Provincially significant wetland or 30m of all wetlands great than 0.5ha. Please contact 613-546-4228, for additional information.

Septic Systems

Structures shall be a minimum of 1.5m from a septic tank and 5m from a tile bed. For further information please visit our website or call 613-386-7351, ext. 170.

Ministry of Transportation Approval

If your property is located near a Provincial Highway approval may be required from MTO. For additional information, please contact the MTO Corridor Management Office at 1-888-362-1770.

Underground Utility Locates

Contact Ontario One Call to locate underground utilities before you dig. To request a free locate call 1-800-400-2255 or visit www.on1call.com.

Heritage Designated Properties

Alterations to properties designated under the Ontario Heritage Act will require approval from the Heritage Committee. Please contact Andrea Furniss, Planner, at 613-386-7351, ext. 208, for additional information.

Concrete Floating Slabs

Concrete floating slabs greater than 55 m² (592 ft²) are allowed, but must be designed by an Ontario Professional Engineer.

Roof Trusses

If you are planning to use pre-manufactured roof trusses, a truss layout from the manufacture must be submitted with the building permit application. Truss drawings stamped by an Engineer must be on site for the framing inspection.

New Materials/Systems

Additional information such as manufacturer's specifications or engineering details may be required for materials/systems which are not specifically described in the Ontario Building Code for normal review.

What options are available to me if I cannot meet the requirements of the Township's Zoning By-law?

Township Council has appointed a Committee of Adjustment to consider applications for relief from the Zoning By-law requirements. To apply for a minor variance, please contact the Planning Department at 613-386-7351 ext. 129.

Building Permit Application Checklist

Items required for a complete building permit application submission:

- Completed building permit application form
- Schedule 1: Designer Information form
- Copy of Deed/Land Transfer (copies may be obtained at Service Ontario, Napanee)
- Agent Authorization form (required if the property owner is not submitting the application)
- \$100 Deposit
- Approvals from other agencies as required
- Township Entrance Permit for projects with a construction value greater than \$10,000
- Site plan indicating the following:
 - Property address;
 - Dimensions and area of the property;
 - Square footage of all existing structures on the property;
 - Dimensions of proposed garage/shed;
 - Distance from garage/shed to all property lines, easements, right-of-ways, and other structures;
 - Location of septic system and distance from garage/shed (if applicable)
 - Location of water and sewer lines (if applicable)
 - Site plans may be hand drawn but must be clear and drawn to scale.
- 2 sets of construction drawings (11" x 17" and PDF version) consisting of fully-dimensioned plan view, cross-section view and elevations
- Truss layout from manufacturer or roof details if hand-framing
- Drawings stamped by an Ontario Professional Engineer for structural slabs greater than 55m
- Drawings stamped by an Ontario Professional Engineer for prefabricated buildings



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

NOTE: A copy of the deed to your property is required prior to permit issuance.

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or	Authorized agent of owner	
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()	Cell number ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date Signature of Designer</p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



AGENT OF RECORD LETTER

(If the owner is NOT the applicant)

(If multiple owners, an Authorization Letter from each owner is required)

---PLEASE PRINT CLEARLY---

If an agent is representing the owner(s), they must complete the following:

I, (we) _____
(name(s) of owner, individuals or company)

being the registered owner(s) of the subject property, hereby authorize _____
(name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

(property address)

(Please check appropriate box)

Construct Install Alter Renovate

(Describe work below)

(print name of owner)

(print name of agent)

(signature of owner)

(signature of agent)

_____/_____/_____
(day) (month) (year)



ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

NAME: _____	DATE: _____
CURRENT ADDRESS: _____ _____	PHONE: _____
_____	BLDG. PERMIT #: _____
APPLICATION ADDRESS: _____	R-PLAN #: _____
_____	LOT #: _____
	CONCESSION #: _____

ENTRANCE APPLICATION / DAMAGE DEPOSIT : *(Check appropriate selection)*

- New Entrance Permit (for building permit)
- Culvert Repair/Replacement
- Entrance Widening
- Access for Pool Installation
- Building construction in excess of \$10,000
- Paving Resurfacing

****For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location****

APPLICABLE FEES: (as per municipal by-law prescribing miscellaneous fees)

All applications: must include a \$50.00 inspection fee (non-refundable)

New Driveway/Entrance Permit: \$100 application fee (non-refundable)

On approval of application: \$2,500. Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

Culvert Installation Cost: \$1,800 per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre (Size and Length of culvert to be determined by the Township, as per each install)

Applicant signature _____ Date _____

TOWNSHIP USE ONLY

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

		Entrance Permit Approved By: _____	
Inspection Fee**	\$ 50.00	Culvert Required: <u> L </u>	Dia. _____
New Entrance Application	\$ 100.00		
Culvert Fee **	\$.		
Damage Deposit ***	\$.	Date of Inspection: _____	
Total Fee	\$.		

Application & culvert fee (1-4-310-0148) *Damage deposit: (1-2-023-9711)

If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

DAMAGE DEPOSIT

PRE-CONSTRUCTION INSPECTION:

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit & Damage Deposit Applications

Inspection By: _____

Date of Inspection: _____

Comments: _____

Damage Deposit Required: Y: N: Date of Deposit _____ Amount \$ _____

Signature

Date

POST-CONSTRUCTION INSPECTION:

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit & Damage Deposit Applications

Inspection By: _____

Date of Final Inspection _____

Comments: _____

DAMAGE DEPOSIT RELEASE:

Amount \$ _____ Release from 1.2.021.9711

Comments: _____

Signature of Inspector

Date

Signature of Supervisor

Date

Signature of Manager

Date

Signature of Deputy
Treasurer

Date

Copy to GL Clerk

ADDITIONAL DETAILS: