



CLEARVIEW

## Garage and Shed Information Guide and Process

### When is a building permit required for a Garage or Shed?

- When a garage or shed (new or replacement) is 161 sq. ft. (15m<sup>2</sup>) in size or greater.
- When the garage or shed is attached to another structure.

### Drawing requirements for a building permit application

1. A copy of the property survey or site plan of your lot.
  - a. Please draw on location of the building with dimensions to lot lines, any other buildings and septic if applicable.
2. Detailed construction drawings (drawn to scale and dimensioned)
  - a. Plan view
    - Windows and door sizes
    - Floor, wall and roof construction
    - Foundation plan
    - Connection to existing structure (if applicable)
  - b. Elevations (all sides)
    - Height of structure
    - Exterior finishes and details

### Designer Requirements

All drawings submitted for building permit applications are required to be prepared by either the owner or prepared by a qualified designer, architect or professional engineer, or a combination. Some drawings must be designed by a professional engineer when the design falls outside of the prescriptive requirements of Part 9, Division B of the Building Code.

Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

### How to apply for a building permit

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

### **Cost of building permit**

The cost of the permit for a **detached garage or accessory structure** is \$494.00 up to 300 ft<sup>2</sup> \$0.68 cents a sq.ft. thereafter, the cost for a **garage attached to a house** is \$463.00 up to 300 ft<sup>2</sup>, \$1.40 a sq.ft. thereafter, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

### **Time**

Once a complete permit application is made the permit will be reviewed by the Planning Department for zoning compliance and once completed the Building Department will complete the review within a maximum of 10 business days.

### **Required Building Inspections**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice. Required inspections include.

- Excavation/Footing inspection- prior to concrete being poured
- Structural Wood Frame inspection- Once the framing is complete
- Final Building inspection- When the garage or shed is complete (Framing and Final Inspections may be combined)

### **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

### **Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

### **Office hours.**

Monday to Friday

8:30am – 4:30pm