



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 108 sq. ft. (10m<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. Building 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.

### Where to apply for a building permit

To apply for a building permit please bring all required drawings to the Clearview Municipal Office, located at 217 Gideon Street, Stayner, Ontario.

### Cost of building permit

The cost of the permit for a **detached garage or accessory structure** is \$436.00 up to 300 ft<sup>2</sup> \$0.58 cents a sq.ft. thereafter, the cost for a **garage attached to a house** is \$408.00 up to 300 ft<sup>2</sup>, \$1.24 a sq.ft. thereafter, we accept cash, cheque and debit as methods of payment. This 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 through 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