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ACCESSORY BUILDING GUIDE

This information package is intended to help you, the homeowner/contractor, to better understand the procedures in obtaining a building permit and other approvals which may be required. Also provided in this package is a list of required inspections.

We strongly urge you to read all of this information carefully and keep it handy for future reference. If you should have any questions, please contact the appropriate department.

We wish to emphasize that the Chief Building Official enforces the Ontario Building Code. Questions concerning Zoning or land use By-Laws should be directed to the Planning & Development Department. Issues respecting property drainage and lot grading may be registered on title to the property.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of an accessory building within the scope of Part 9 of the Ontario Building Code.

Part A	Application for A Building Permit
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To apply for a building permit the following must be submitted.

Plans and specifications

Two set of drawings and specifications (including site plans) are required. After examination for conformance to the Ontario Building Code, one set of plans will be returned to the applicant and must be kept on site at all times (inspections will not be conducted without them.)

Construction must be in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Department for review.

Part B	Required Drawings and Specifications
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Site Plan

dimensions of the lot
location of all existing buildings, decks and other structures
location and dimension of proposed building
distance of all setbacks (front, rear & sides for the building)
location of all easements
grading and drainage
walkways, driveways
legal description of lot
street name
location of septic field and tank (if applicable)

Foundation Plans

If the building is constructed with a full foundation (4'-6' below grade), showing the following:

- size and location of both strip and column footings
- size and location of foundation wall
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)
- location of floor drain
- location and size of any checks in foundation

If the garage has a slab on grade, this plan can be incorporated into the floor plan. Any slab having an area greater than 538 sq.ft. shall be designed by a competent person or a Professional Engineer.

Floor Plans

- uses of spaces
- size and location of doors and windows
- size and location of lintels, beams and
- posts/columns location of plumbing fixtures (if any)
- size, spacing and direction of roof framing
- members location and size of attic access

Cross Section

showing the construction of the following assemblies:

roof

exterior wall (brick or siding and insulation, if any)

interior wall

foundation wall (including insulation, if any)

thickness and compressive strength of the floor slab

thickness of crushed stone provided

- size of footing
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- floor to ceiling heights
- roof pitch

Elevation Drawings

showing all sides of the building indicating the following:

location and size of all doors and windows

exterior finishes

grade levels

finished floor to finished ceiling height

flashing

foundation indicated below grade (if applicable)

location and type of roof vents

Detail Drawings

Provide detail drawings of any elements which may not be clearly shown or obvious on the above noted drawings.

Structural Elements

Structural elements not prescribed in Part 9 of the Ontario Building Code may be required to be designed by a competent person or by a Professional Engineer.

The Building Permit card **MUST** be posted so it can be seen from a public right-of-way.

The Owner of the property is responsible to notify the Building Department at 613-345-7480 at least **48 hours** in advance of the stages of construction for the necessary inspections.

The following **MUST** be completed before any inspection, and a copy of the reviewed plans **MUST** be on site, otherwise the inspection **will not** be carried out.

Backfill Inspection *(For full foundation, prior to backfilling)*

- column footings, anchor bolts
- required foundation wall bracing
- a Geotechnical Soil Report may be required depending on the soil

Framing Inspection *(Ready for insulation)*

- wall framing
- construction of roof, including shingles
- installation of all exterior doors and windows
- electrical roughing completed

Insulation and Vapour Barrier Inspection *(If applicable, ready for drywall)*

- placement of insulation in all required locations
- installation of vapour barrier
- sealing of all wires, receptacles, in walls and ceilings

Final Interior Inspection

- Interior finishes
- Functional lighting systems
- Attic access hatch

Final Exterior Inspection

- Exterior finishes
- Flashing and caulking

Final Grading

- All site work is completed