

Building Division

Residential Accessory Structure

Application Guide



Description

A building permit for a residential accessory structure such as a shed, cabana, pool house or detached garage.

General Information

A building permit is required for;

- any detached accessory greater than 10m² (108 sq. ft.), with the exception is sheds which can be up to 15sm provided they are for equipment storage only.
- an accessory structure attached to another structure even if the new structure is less than 10m².
- any accessory structure that contains plumbing regardless of size.

Additional Requirements prior to building permit application

The Building Code Act prohibits the issuance of a Building permit if the proposed construction or demolition contravenes any Applicable Law as defined in the Ontario Building Code. Furthermore, **applications that do not have the required Applicable Law documentation with their building permit submission will not be processed.**

Please verify all approvals that may be necessary prior to submitting your application to construct. The following are examples:

- **Site Plan Development Approval/Agreement** (King Townships Planning Department)
- **Zoning Certificate** (King Townships Planning Department)
- **Oak Ridges Moraine Conformity** (King Townships Planning Department)
- **Lake Simcoe Region Conservation Authority or Toronto Region Conservation Authority**
- **Approved Grading Plan** (King Townships Development Engineering Department)

Required Drawings for building permit application

Survey or Site Plan

Survey or site plan, referenced to a current survey, showing the size and location of all existing structures, the new proposed structure(s) and distances to property lines as well as structures on adjacent properties. Location of septic tanks and leaching bed to be shown (*if applicable). The site plan must be approved by both the Zoning Division and the Development Engineering Division, Township of King prior to applying for your building permit. Separate fees apply for the Zoning Certificate and the Grading Approval process.

Floor Plans – Architectural & Structural

Floor plans fully dimensioned for each level showing architectural and structural details including foundation; slab, footings, exterior walls, joists, rafters, lintels and beams. Plans to show the use of all spaces including the location and type of all plumbing fixtures and floor drains.

Elevations

Elevations illustrating all window and door openings as well as denoting exterior cladding/siding type. Indicate roof pitch and dimension overall building height measured from established average grade.

Sections & Details

Cross section(s) to show building construction specifications of all floor, wall and roof assemblies. Show overall building height calculated to the midpoint of the roof or as per zoning by-law standards. Detail stairs, landings, headroom, guards, handrails heights and connection specifications if required.

Sewage System Evaluations or Upgrade

Where an accessory structure includes plumbing and is serviced by a private sewage system an evaluation of the system or a system upgrade may be required. System drawings & details to include Designer information on all documents (unless exempt). Statement of Design and site plan showing location of septic tank, leaching bed and well, in relation to property lines, other structures and bodies of water (creeks, streams, ponds, etc.)

Note: Drawings prepared by a qualified Designer as defined by the Ontario Building Code, must include designer's name, Building Code Identification Number (BCIN), signature, and statement that the designer has reviewed and takes responsibility for the design and meets the qualifications set out in the Ontario Building Code as a Designer or other/independent Designer.

Required Forms

- **Application for a Permit to Construct or Demolish**
- **Schedule 1 Designer Information** * unless exempt
- **Letter of Authorization / Owner's Authorization Form** * if required

Exemptions - Schedule 1

If drawings are prepared, stamped and signed by a qualified Engineer or Architect, they are exempt from submitting a Schedule 1. Property owners may prepare and submit drawings for a residential accessory structure however must fill-in the form to specify the reason for exemption.

Required Fees – Residential

Building permit application fees can be found on the Townships website.

Permit Fee	per By-Law
Municipal Security Deposit - all Municipal roadways will require a deposit prior to permit issuance.	per By-Law

Should you have any questions or require clarification please contact the Building Division, King Township, 2585 King Road, King City, L7B 1A1 (905) 833-5321

Application for a Permit to Construct or Demolish

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

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 (if known)				
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. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

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., 12th Floor. Toronto, ON M7A 2J3 (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>Individual BCIN: _____</p> <p>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>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of Designer</p> </div> </div>				

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 Professional Engineers Ontario.

Building Division

Letter of Authorization



Information

Property Address: _____

Legal Description: _____

Roll Number: _____

Personal Information

Name: _____

Phone No.: _____

Address: _____

Email: _____

Authorizing Letter

To Whom it May Concern:

I/We, the above, do give _____ permission to act as our agent in applying to the Township of King for a building permit for the following projects:

(check all that apply)

- ☐ Demolition of Accessory Structure
- ☐ Demolition of Residential Building
- ☐ Demolition of Commercial/Industrial Building
- ☐ Construction of Dwelling
- ☐ Addition to Dwelling
- ☐ Construction of Accessory Structure
- ☐ Construction of a Deck
- ☐ Construction of Commercial/Industrial Building
- ☐ Renovation to Existing Building
- ☐ Other: (please specify) _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Authorized Agent Signature: _____ Date: _____

Building Division Sewage System Evaluation Declaration



A. Project Information		
Building number, street name	Unit number	Lot/Con
Municipality	Postal Code	Plan number
B. Individual who reviews and takes responsibility for design activities (One form per individual)		
Name	Firm	
Building number, street name	Unit number	Lot/Con
Municipality	Postal Code	Plan number
Phone Number	Email	
C. Declaration of Designer		
<p>I _____ declare that the submitted documentation pertaining to the above noted property is in conformance with the Part 8 Division B of the Ontario Building Code based on a site evaluation that;</p> <ol style="list-style-type: none"> 1. The existing septic system is of adequate size to support the proposed construction based on calculations provided with this application and proposed floor plans; 2. The sewage system serving the building is in good operating condition and functioning as designed after conducting a comprehensive evaluation. <p><input type="checkbox"/> 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 Ontario Building Code. I am qualified, and the firm is registered, in the appropriate classes / categories.</p> <p>Individual BCIN: _____ Firm BCIN: _____</p> <p><input type="checkbox"/> 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 Ontario Building Code.</p> <p>Individual BCIN: _____</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>Date: _____ Signature: _____</p>		

For the purpose of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1 of Division C of the Ontario Building Code.

The Township of King assumes no responsibility regarding the proposed sewage system verification and maintenance/operation of the sewage system mentioned in this document. It is the sole responsibility of the owner to maintain their sewage system in accordance with Division B 8.9.3 of the Ontario Building Code.