



The information contained within this guide is provided to assist contractors and do-it yourselfers with the process of applying for and obtaining a building permit to construct an accessory building.

When is a permit required for an accessory building?

Building permits are required for accessory buildings that are larger than 108 sq ft that consist of a wall, roof or floor or any size of building that contains plumbing. The building area is based on the outside wall dimensions and does not include roof overhangs.

Be advised that even though a building permit may not be required, zoning setbacks still must be maintained, and construction must comply with the Ontario Building Code.

Accessory buildings may be built on frost walls – footings and foundations that extend a minimum of 4 ft below grade for frost protection or may be built using a slab on grade. If a slab on grade is used it may be designed by the owner/contractor if the slab area is 600 sq ft or less. Anything over this size must be designed by a designer/engineer specifically qualified to do so.

Fast-track application process

The Township of Cavan Monaghan will endeavor to “fast track” applications for accessory building permits upon submission of a complete building permit application, including a detailed site plan and construction drawings. Building Department staff will strive to review and issue the building permit within 5 business days.

How can I ensure that my permit is fast-tracked?

To ensure that your permit application can be fast-tracked make sure that your submission incorporates the following:

- The application and documentation submitted is complete. Incomplete applications and insufficient information or details will delay the issuance of your permit.
- All structural members are sized properly, including footings, posts, lintels, rafters and ceiling joists as applicable.

What information is required to be submitted for a building permit?

Submission for a building permit shall include the following information:

- Complete building permit application form, including property location and description, value of proposed work, address of owner/applicant and relevant phone numbers.
- Permit application forms must be signed and dated.
- A detailed site plan with full property description, property dimensions, all buildings on site, proposed construction location on the property and its proximity by dimension to property lines.

- One copy of detailed construction drawings indicating all of the structural components of the proposed construction showing size and depth of piers, size and type of materials (joists, beams, decking etc.).
- P.Eng. stamped truss drawings (may be submitted when available from your truss supplier – required prior to final inspection).
- P.Eng. drawing for concrete slabs over 600 sq ft.
- If the proposed structure will be adjacent to a septic system, the minimum separation is 5 ft to the tank and 17 ft to the bed.
- A permit fee based on the following:

2019 Fees (User Fees and Charges By-Law 2019-13)

Detached Accessory Buildings based on total area as below:

Area up to 600 sq ft	\$0.50 per sq ft
Additional Area 601+ sq ft	\$0.25 per sq ft
Minimum Permit Fee	\$150.00

All permit fees are to be paid in full at time of application.

Other Things You Should Know:

- For residential properties, accessory buildings are limited to three per property and a maximum of 10% lot coverage;
- Additional regulations for accessory buildings and structures can be found in Section 11.4 of the [Comprehensive Zoning By-law](#) for the Township of Cavan Monaghan;
- If the property is regulated by a Conservation Authority, you will be required to obtain a permit from the appropriate Authority prior to issuance of a Building Permit;
- If the property is in the Oak Ridges Moraine Zone, review of the Site Plan is required and depending on the Zone, additional information, including an Environmental Impact Study may be required;
- If the property is within 396 m (1300 ft) of a main intersection of a Provincial Highway, a Land Use Permit is required from MTO;
- Minimum Distance Setbacks (residential properties) are as follows:
 - Interior side and rear lot lines.....2 m (6.56 ft);
 - Exterior side lot lineEqual to the minimum exterior side yard requirement for the principal building, provided that no accessory building or structure may be located in the yard projecting from any wall of the principal building facing the exterior side lot line. The minimum exterior side yard setback for the (RR) & (HR) Zones is 6 m (19.68 ft); in Millbrook the setback for the (UR1), (UR2) & (UR4) Zones is also 6 m (19.68 ft); and 2.5 m (8.2 ft) for the (UR3) zone; and
 - Front lot line.....Equal to the minimum front yard requirement for the principal building, provided that no accessory building or structure may be located in the yard projecting from any wall of the principal building facing the front lot line. The minimum front yard setback for the (RR) Zone is 9 m (29.53 ft); the (HR) Zones is 6 m (19.68 ft); and in Millbrook the setback for the (UR1), (UR2), (UR3) & (UR4) Zones is 6 m (19.68 ft).

- Detached Accessory Buildings are not to be used for human habitation or as a home business, unless permitted by the [Comprehensive Zoning By-law](#).

At what stages are inspections required?

Generally, there are 3 inspections:

- Excavation and preparation for footings/slab must be inspected prior to pouring concrete or placing piers to ensure frost protection is achieved and piers are placed on undisturbed soil.
- Framing inspection. All framing to be complete including anchorage to foundation, truss bracing and sheathing and any pertinent structural members. CBO may allow truss drawings to be provided at this time instead of at time of application depending on complexity of structure.
- Final inspection. Building to be 100 % complete. This inspection is required to sign off and close the permit. This inspection can be combined with the framing inspection if the interior is not finished.

Should you have any questions regarding the information contained within this guide or require additional information with regard to building permits, please contact the Building Department:

Kyle Phillips

Chief Building Official

Phone: 705-932-9319

Email: kphillips@cavanmonaghan.net

Frick Heilingbrunner

Plans Examiner

Phone: 705-932-9331

Email: fheilingbrunner@cavanmonaghan.net

February 13, 2019.