

BUILDING PERMIT

ACCESSORY BUILDING APPLICATION REQUIREMENT LIST

All application requirements are as per the *Safety Codes Permit Bylaw* and the National Building Code.

All required items must be provided upon application and uploaded to ProjectDox, as per the required naming conventions. Incomplete applications will be returned to the Applicant. This checklist does not need to be submitted as part of your application.

Provide
the
following:

Required Items

- 1. Site Plan (plot plan or RPR), shall include:
 - North Arrow;
 - Property lines, shown and labelled;
 - Location of building(s) in relationship to property line; including front, rear, and side yard setbacks;
 - All easements and right-of-ways shown and labelled;
 - Existing utility services; and
 - Dimensions of proposed accessory building.
- 2. Accessory Building Detail Sheet.
- 3. Elevation Plan, (metric, to scale, 11" x 17"), shall include:
 - Elevations of each face of the building; and
 - Date of plan.
- 4. Letter of Authorization from the **property owner(s)** registered on title, including contact information.
- 5. If accessory building is over 728 sq.ft., Engineer-stamped, site specific design/details are required.

Additional permits may be required.

It is the applicant's responsibility to obtain any necessary permits for the purpose of this project.