Building Department
70 Collier Street, City Hall, P.O. Box 400
Phone: (705) 726-4242 ServiceBarrie@barrie.ca

Building Permit Application Checklist – Residential Accessory Structures (i.e., Sheds, Detached Garages)

Item 1 - Documentation

Your application must include items A, B, and C (and supporting document D, if applicable):

	Submitted:	YES	NO
A	Building Permit Application (online APLI permit application)		
B	Schedule 1: Designer(s) Information ▪ If drawings are stamped by a P.Eng and/or Architect you are not required to sign the Schedule 1: Designer(s) Information Form, if they are taking total responsibility for the design		
C	Proof of compliance with applicable law(s) – Applicable Law Checklist		
D	Property Owner Consent Letter (if you are not the owner of the property)		

Item 2 - Site Plan

Your site plan must be to scale and identify the following:

	Submitted:	YES	NO
A	Project address		
B	Property lines		
C	Fronting street(s)		
D	Driveway and width for garages to rear yard		
E	Location of all existing decks, sheds, pools, etc.		
F	Exterior dimensions for existing decks and sheds etc.		
G	Location of proposed shed		
H	Length, width, and area of proposed shed		
I	Setbacks for side yard(s) and rear yard to shed		
J	Distance to dwelling		
K	Service trench location and type of services		

Reference Zoning By-Law for Height, Setback, and Coverage.

See page 2 for drawing specifications:

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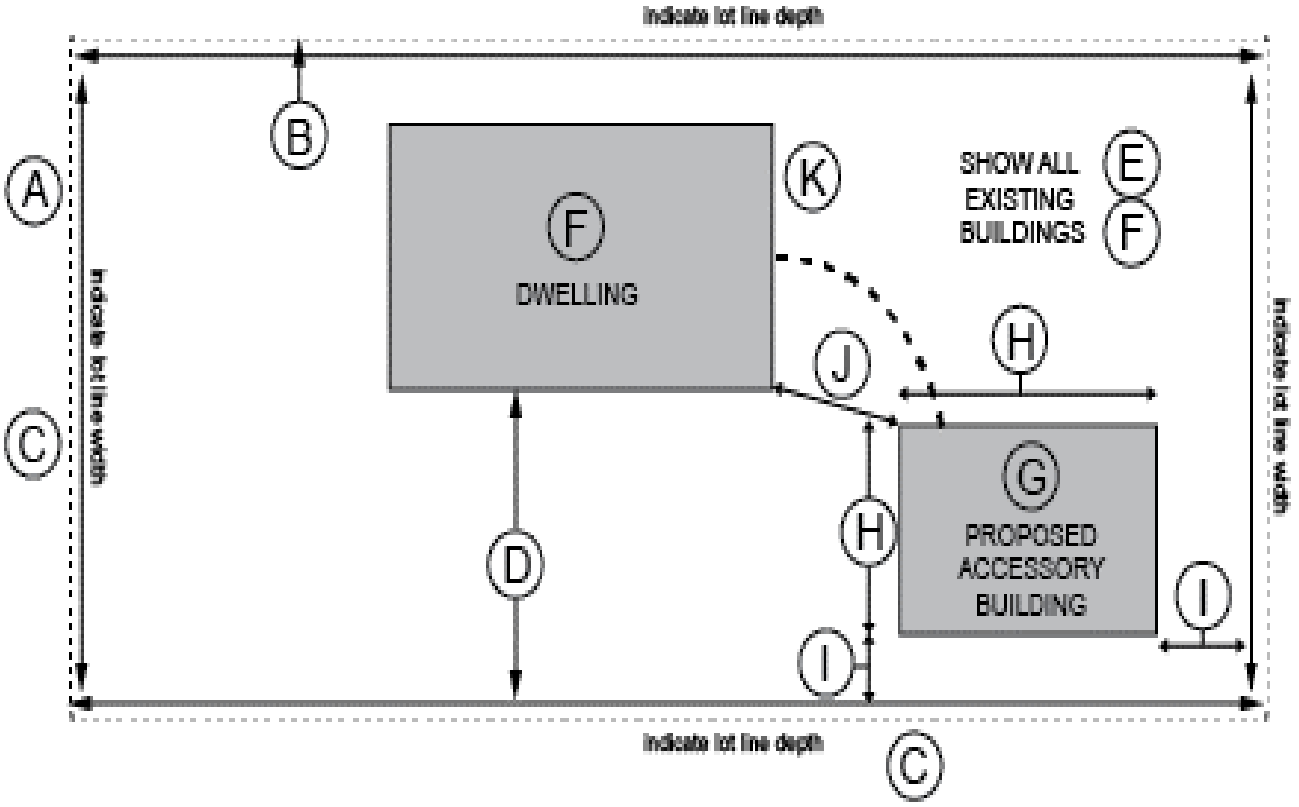

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Item 3 - Cross Section

Your cross section must be to scale and identify the following:

	Submitted:	YES	NO
A1	Foundation type to be used: Slab on grade – specifying concrete type and strength and reinforcing steel. Maximum permitted size is 55 m^2.	☐	☐
A2	Foundation type to be used: Full foundation - block or concrete on footings	☐	☐
B1	Provide depth and type of compacted granular base	☐	☐
B2	Provide wall thickness, footings size and depth	☐	☐
C	Exterior wall framing members (stud size, single or double top plates, sill plate, sill anchorage sill gasket etc.)	☐	☐
D	Roof structure – trusses or stick framing ▪ Thickness of roof sheathing, size and spacing of the members for roof rafters, ridge board, and ceiling joists	☐	☐
E	Height of structure at midpoint of the roof (maximum midpoint from grade is 4 meters)	☐	☐
F	Slope of roof	☐	☐
G	Anchorage of framed walls to foundation	☐	☐
H	Type of siding and the height above grade ▪ Minimum of 8” for siding or 6” for brick	☐	☐

Note: For guidance for structural and other items, the Ontario Building Code is available online at Ontario’s Ministry of Municipal Affairs website.

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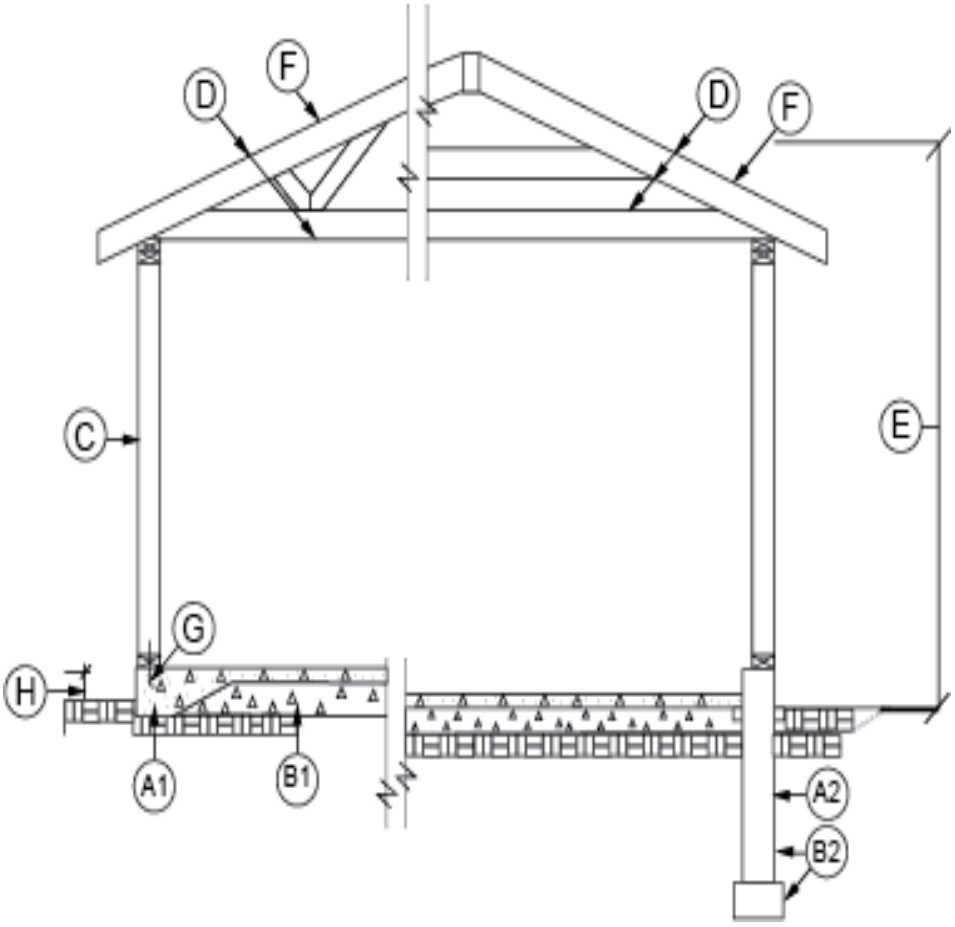

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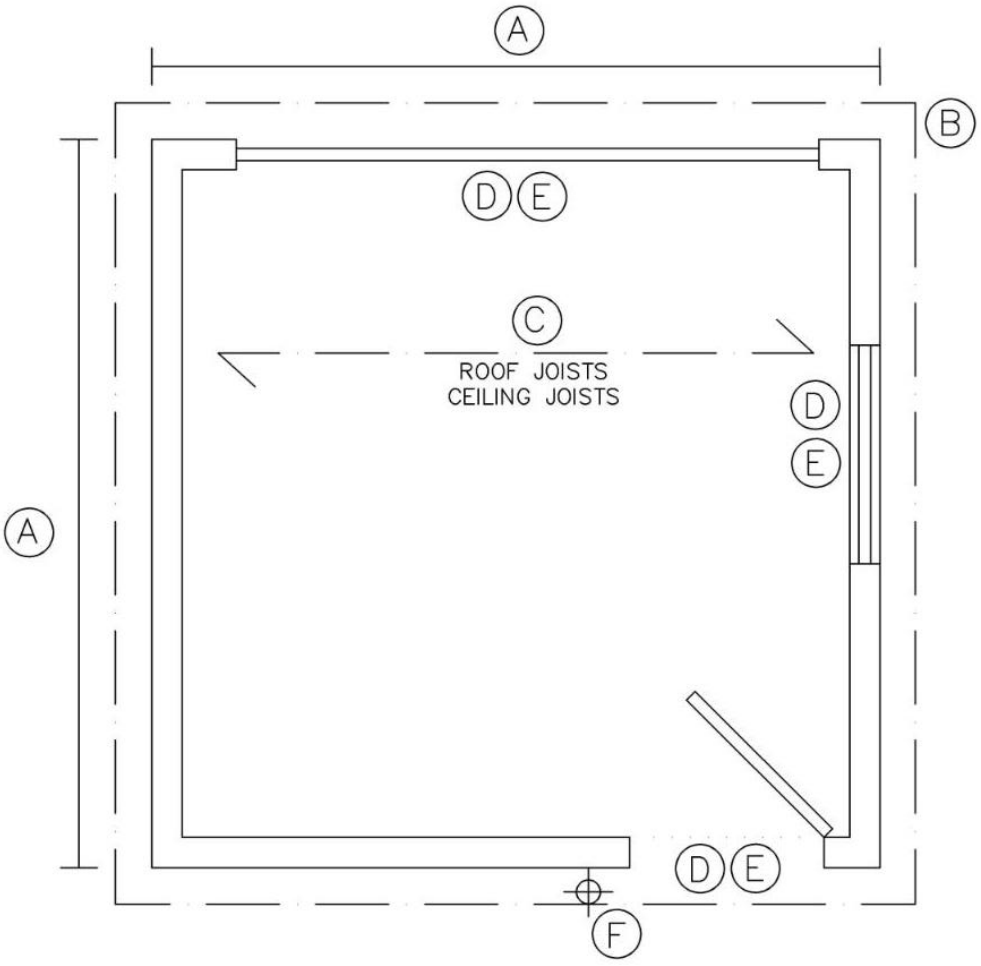
Item 4 - Plan View

Your plan view must be to scale and identify the following:

	Submitted:	YES	NO
A	Length and width of the structure's foundation		
B	Outline of roof overhang(s)		
C	Direction of roof framing members		
D	Door and window location and sizing		
E	Location and sizing of structural members, lintels, and beams		
F	Location of any proposed Services		
G	Attic location (if any)		



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Glossary of Terms

Anchor Bolts	Tie the bottom wall plate (sill plate) to the foundation preventing uplift of the structure by wind.
Beam, Girder	Horizontal member consisting of two or more pieces (2x8", 2x10") that span from wall to wall and support roof framing members such as ceiling joists.
BMEC	The Building Materials Evaluation Commission (BMEC) is a regulatory agency authorized under the Building Code Act, 1992 (BCA). It has a mandate to conduct or authorize the examination of materials, systems, and building designs for construction.
CCMC	The Canadian Construction Materials Centre, which operates under the National Research Council of Canada, offers a national evaluation service for all types of innovative building construction.
Ceiling Joists	Horizontal framing members (a minimum of 2x4" up to 2x12") that tie exterior walls together and provide backing for drywall ceilings.
Conservation Authority	The Lake Simcoe Regional Conservation Authority and the Nottawasaga Valley Conservation Authority – Watershed Restrictions – Approvals are required where your property falls within their regulated area.
Engineered Roof Trusses	Engineered roof trusses are manufactured off site and combine the ceiling joist and roof rafters as a complete unit. They are a simple method of constructing and placing the roof on the structure's walls.
Lintels	Horizontal members placed above doors and windows to prevent the roof loads from damaging the doors and windows. The wider the door or window, the deeper the lintel needs to be.
Minister's Ruling	Building materials, systems, or designs that are approved by the National Research Council's Canadian Construction Materials Centre or Building Materials Evaluation Committee may be used for construction in Ontario through a Minister's Ruling.
Ridge Board	Roofs are constructed of either roof trusses or by individual wood members cut on site. The ridge board is a site cut member located at the top peak of the roof and holds the sloped roof rafters together at the top (ridge).
Sill Gasket	Sill gasket is placed between the concrete foundation and the wood sill plate to prevent the wood from rotting.
Sill Plate	Wood frame walls have top plates to support the roof and bottom plates that tie the wall to the foundation. The wall is held to the foundation with anchor bolts set in the concrete foundation and extend through the bottom or sill plate and are anchored by a nut on the anchor bolt.
Slab on Grade	A poured concrete slab that forms both the footings and the floor slab. It is typically thicker at the exterior perimeter where the footings would normally be and about 12" deep. The concrete is reinforced with steel to prevent cracking and allow the entire structure to move with the frost.